



**‘DRAFT’ Requirements Document Wizard  
(RDW)**

**2021 ICD and CDD**

User Guide

*Version 1.2*

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# About the Requirements Document Wizard

## Purpose

The purpose of this user guide is to provide instruction and guidance in using the Requirements Document Wizard (RDW) application and its features. This document is specifically designed for guidance in completing the 2021 ICD and CDD templates within the application.

## Revision History

<i>Version</i>	<i>Author</i>	<i>Date</i>	<i>Description</i>
1.0	Marissa Cameron	07/25/2024	Document created.
1.1	Marissa Cameron	08/08/2024	Screenshots updated to reflect new Expert Curated Hints.
1.2	Marissa Cameron	10/11/2024	Information about CDD completed, sections of the ICD process was updated to reflect current views as well as the freeze fix in Final Recommendations.
1.3	Marissa Cameron	11/22/2024	Information about CDD-2024 and CDD-2021 Annexes and Increments and the JUON-JEON 2024 have been added. Also added information about the quick tips for sections and subsections.
1.4	Marissa Cameron	12/17/2024	Document shortened for easier reading. Information about downloading the application and importing files added. Point of Contact has also been updated.

## Requirements

Users will need an Internet connection and access to DAU's internal website to download the Document Wizard application. Following the download, users will need Microsoft Word to export their projects from the application as well as Microsoft Excel for creating and importing tables in certain sections.

## Features at a Glance

The RDW provides users the ability to create requirements documents for their projects using step-by-step, section-by-section forms. Each section and form include tips and hints to help users craft a detailed document to provide a full picture of their project. Additionally, the Help section provides assistance in using the application as well as resources for completing each template.

## Point of Contact

If you have any questions, comments, or concerns about the Requirements Document Wizard, please contact Gregory Prothero ([Gregory.Prothero@dau.edu](mailto:Gregory.Prothero@dau.edu)).

# Getting Started

## Installing the Requirements Document Wizard

To install the Requirements Document Wizard, follow these steps:

1. Go to [this link \(content1.dau.edu/rdw\)](https://content1.dau.edu/rdw)

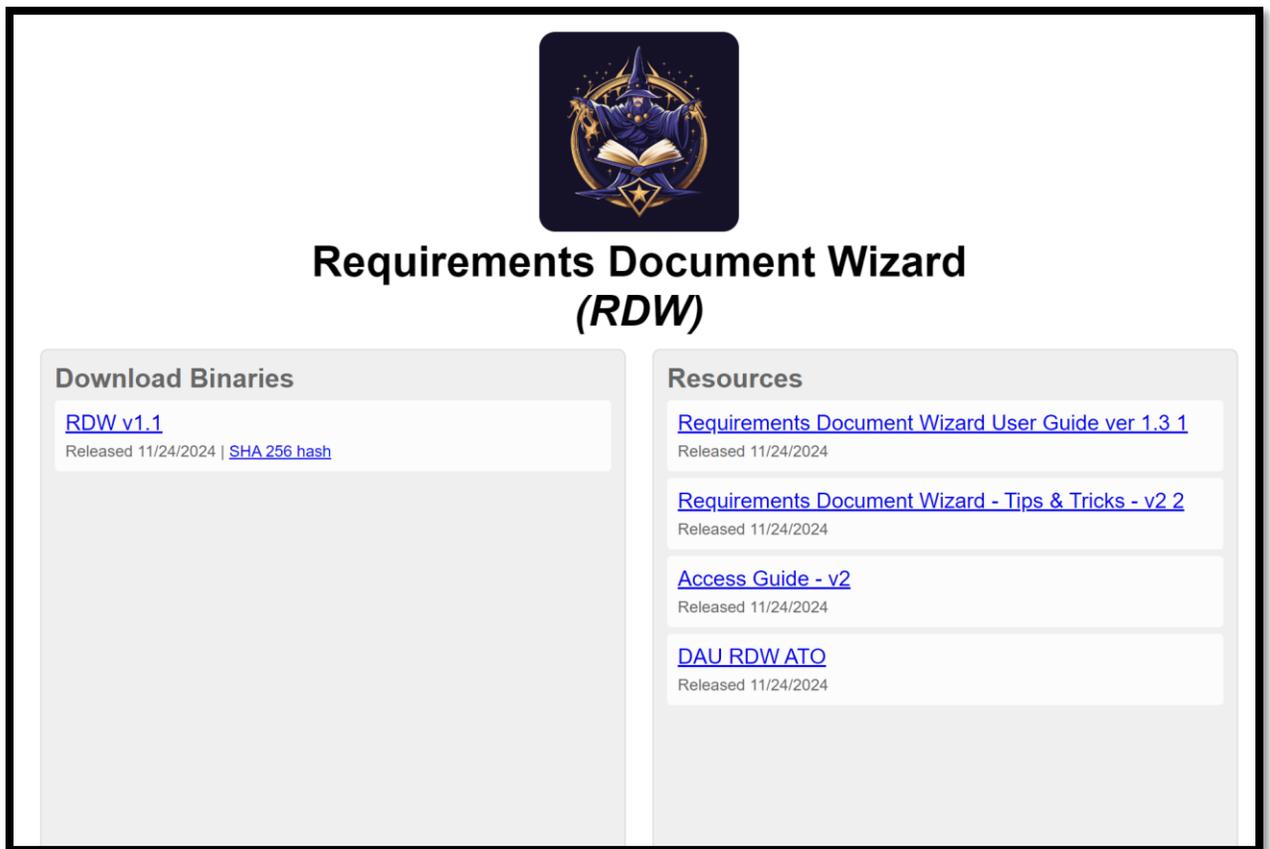


Figure 1. Requirements Document Wizard download and resources site.

2. To download the application, click the RDW v1.2 link.
3. Choose your method of downloading the ZIP file.

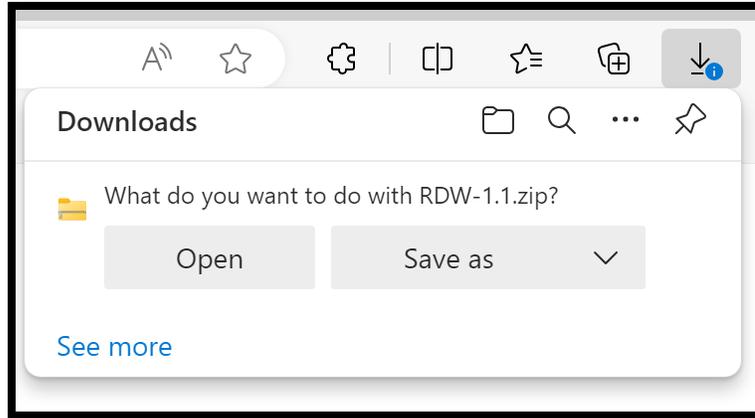


Figure 2. Users can open or save the RDW zip file.

4. After downloading or opening the zip file, extract the folder onto your system.

## Launching the Requirements Document Wizard

To launch the application, follow these steps:

To create your first project in Document Wizard, follow these instructions:

1. Open Document Wizard from the DocGen folder. The file name will be **DAU.DocGen**.

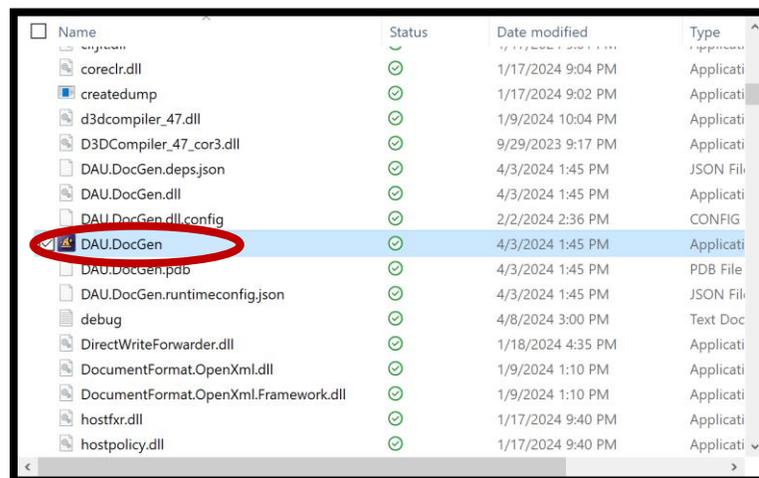


Figure 3. DocGen folder highlighting the Document Wizard application.

2. Click **Create New Project**.

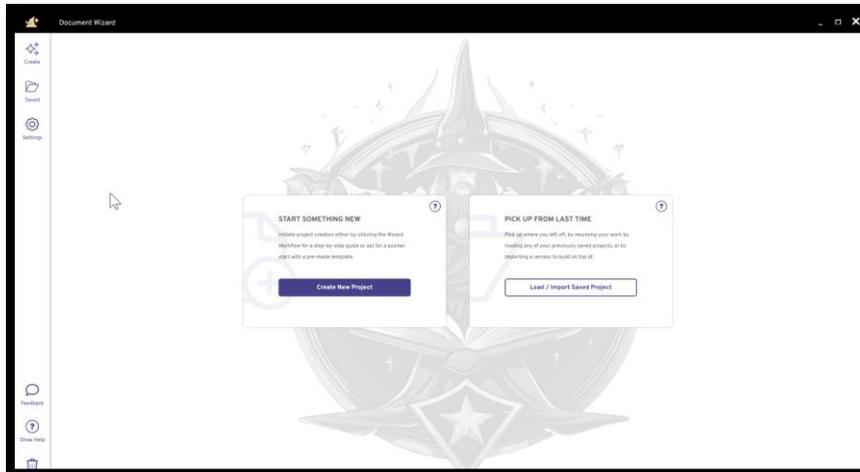


Figure 4. The Document Wizard application startup screen.

## A Note about Template Changes and Updates

If a new version of the Requirements Document Wizard is released with updates to any of the templates, all existing documents using the changed template will be highlighted.

## Creating Multiple Projects

If you want to work on multiple projects simultaneously, you **must** click the **Create** tab, not Saved. The Saved tab contains *existing* documents.



Figure 5. Users must use the Create tab to create another document.

## Saving Your Work

The RDW applications offers two avenues for users to save their work as they write and polish their document.

## Save Button

The Save button at the bottom right of the application allows users to save their work quickly and immediately.

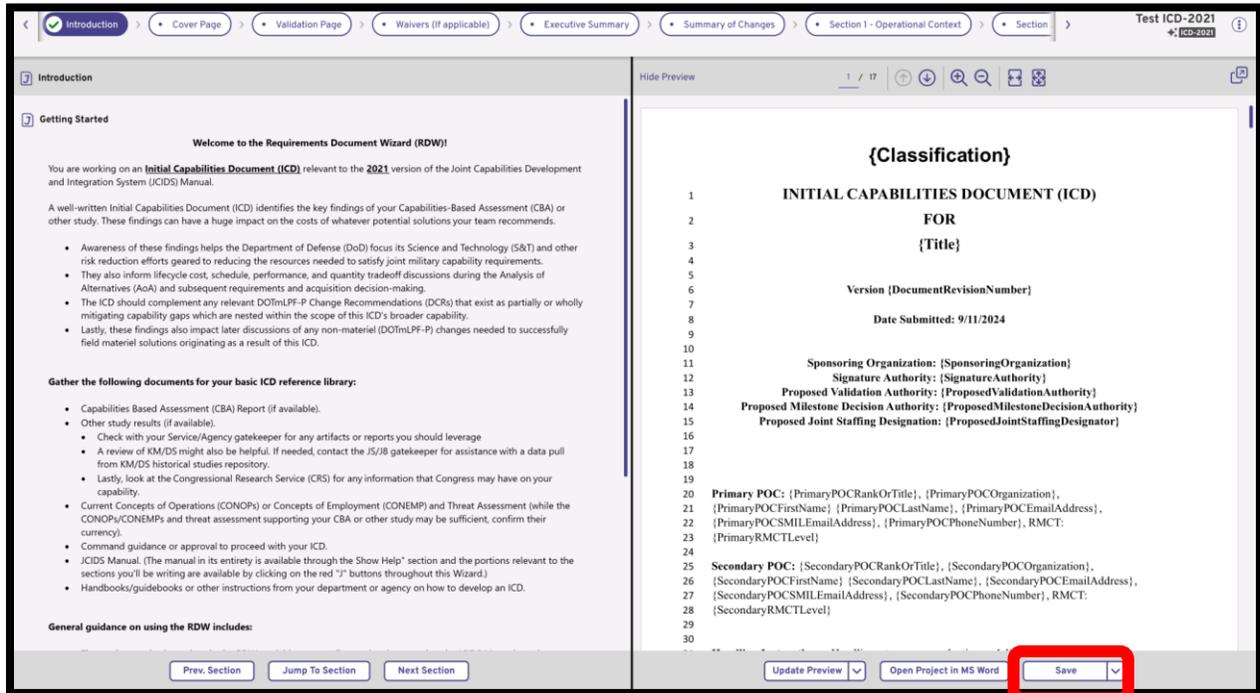


Figure 6. The Save button allows for quick, immediate saving.

Users may also click on the dropdown arrow on the Save button if they would like to save the document and close out the project.

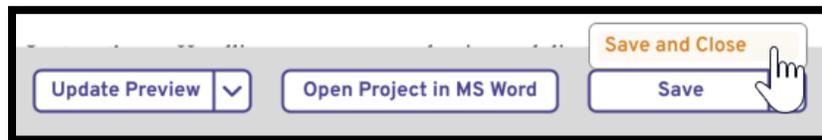


Figure 7. Users can also save their document and close the project.

This option will not close the RDW application completely. Instead, users will return to the list of projects and be allowed to create another if necessary.

## Top Menu

Users may also save their document by clicking on the three dots in the top right corner. This button is located by their project's name and template styling.

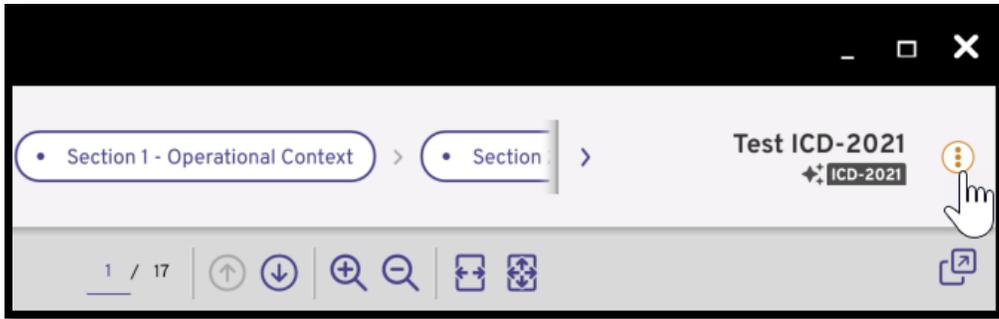


Figure 8. A second way to save a document.

When the user clicks on the button, a dropdown list will appear. Users can select either **Save** to save and continue working on the document or **Save and Close** to save and exit the project.

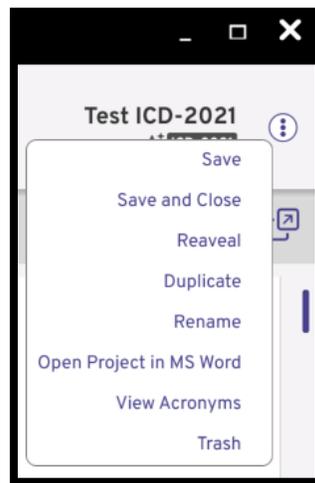


Figure 9. This dropdown list offers options to save the document and access other features.

The other dropdown list options include the following:

- **Reveal:** Show the folder location of the document.
- **Duplicate:** Duplicate your project.
- **Rename:** Rename your project.
- **Open Project in MS Word:** Open your project in Microsoft Word.
- **View Acronyms:** View acronyms used in the project.
- **Trash:** Delete your project.

### Opening a Saved Project

To open a saved project in the application, follow these steps:

1. Go to **Create New Project**.
2. Click on **Saved Projects**.



Figure 10. Users can open saved projects.

3. Select from an existing project.



Figure 11. A list of existing projects.

Please note that you can open existing projects **only** through the Create New Project tab. You will not be able to open projects via the Saved Projects tab.

## User Aids

### JCIDS Manual

Before starting any project in the RDW, users should know how to access the JCIDS 2021 Manual that is provided in the download file. Most portions of both the ICD and CDD templates ask the user to refer to the JCIDS manual for completing certain sections and subsections.

To access the JCIDS Manual, follow these steps:

1. On the main side menu, click **Show Help**.



*Figure 12. Users will need to toggle the Help section.*

2. In the Help Center, click on **View Documents** beneath Additional Resources.

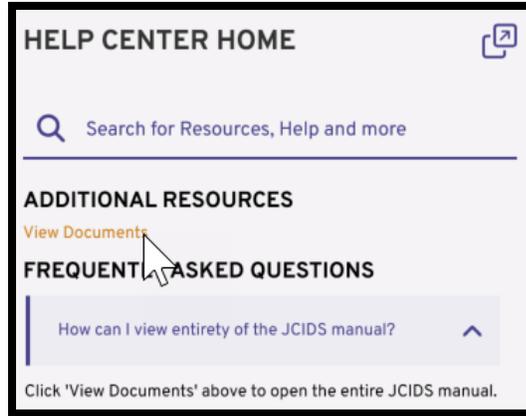


Figure 13. Users access the manual via View Documents.

3. In the Open Manual explorer, click the **2021 JCIDS Manual** file.

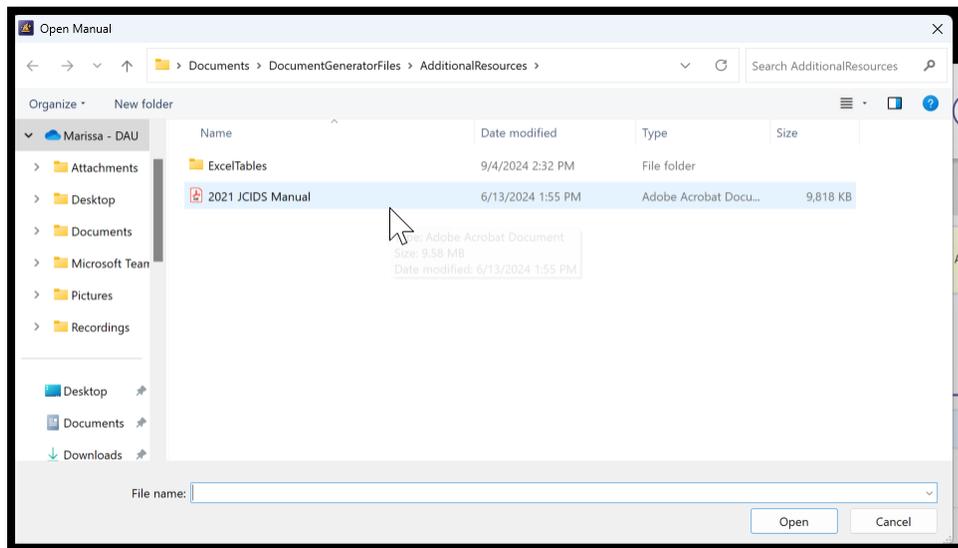


Figure 14. The JCIDS Manual is provided in the download files.

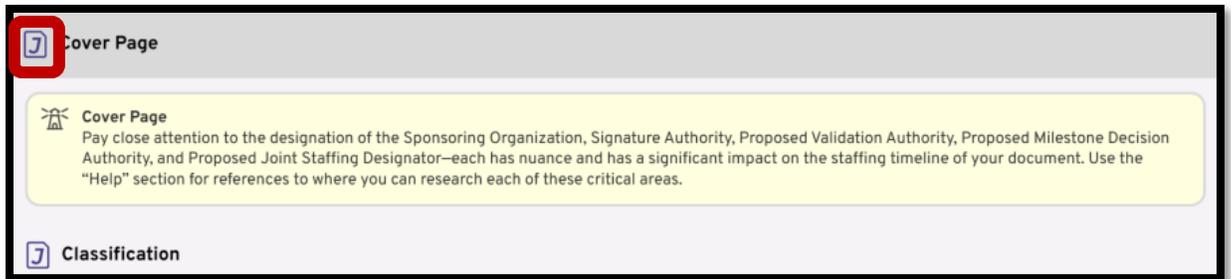
4. Click Open. We recommend keeping the PDF file open while you work on the ICD and CDD documents so you know exactly what to do throughout the project.

## Section Aids

All template sections and subsections contain quick reference aids drawn directly from the JCIDS Manual. If a user is unsure about what a particular section or subsection is or requires, they can toggle a help window that provides information from the JCIDS manual.

To toggle a section/subsection aid, follow these steps:

1. In any section or subsection of your document, click on the **icon with the letter J in the center**.



*Figure 15. Each section and subsection contain a JCIDS manual help toggle icon.*

The JCIDS manual overview will appear on the right side and provide more information on the toggled section or subsection. The JCIDS manual chapter and subsection are also available for users to find in the full manual for further information.

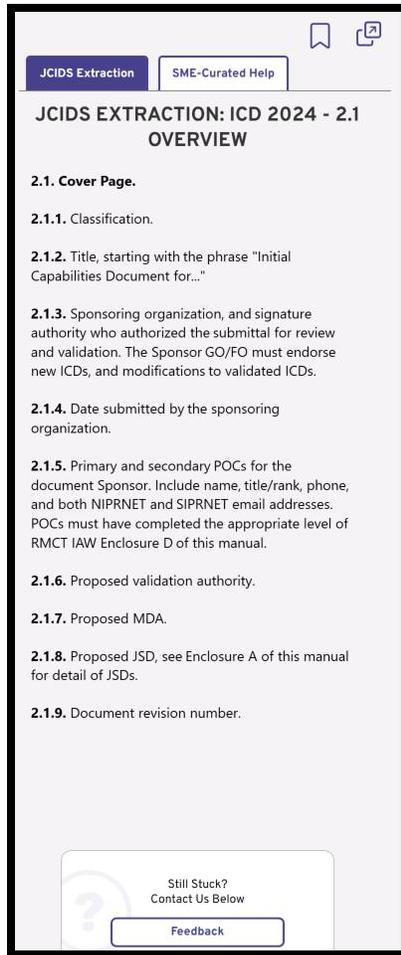


Figure 16. JCIDS manual aid toggle.

Users may also click the **SME-Curated Help** to read more about each section or subsection written by subject matter experts.

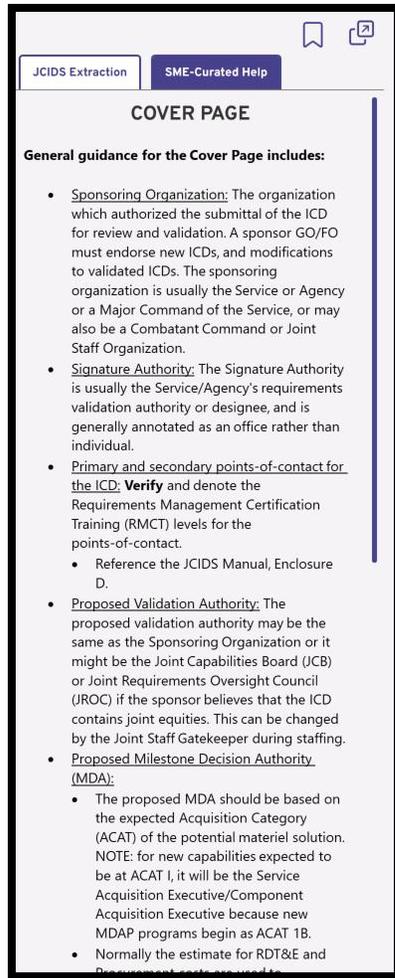


Figure 17. SME-Curated Help

2. To close the help center, click **Hide Help** on the bottom left of the screen.

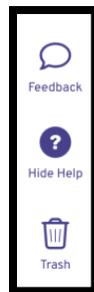


Figure 18. Users can click Hide Help after consulting the help area.

## Expert Curated Hints

Please note that almost every section will include either yellow or blue text boxes to provide information and helpful hints for success. The top yellow section (indicated by a lighthouse icon) provides a description of the given section, while the blue text boxes (indicated by the light bulb icon) provide guidance for completing individual fields.

At the end of every section, a yellow lighthouse text box reminds users to ensure all relevant guidelines were followed in almost every section. This includes reminding users about page lengths and keeping version numbers up to date.

The figure below provides an example of a yellow Expert Curated Hint:



Figure 19. First Expert Curated Hint for the Cover Page.

Figure 18 provides an example of the blue field tips.

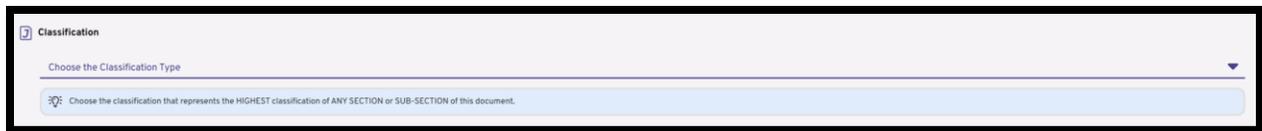


Figure 20. The blue Expert Curated Hint provides advice for completing a field.

## Preview Pane

The Preview Pane allows users to preview their document progress in real time. Users may toggle this pane on and off and update the preview as they make the appropriate changes.

To use the preview feature, follow these steps:

1. To toggle the preview pane, click **Show Preview** in the top right corner.

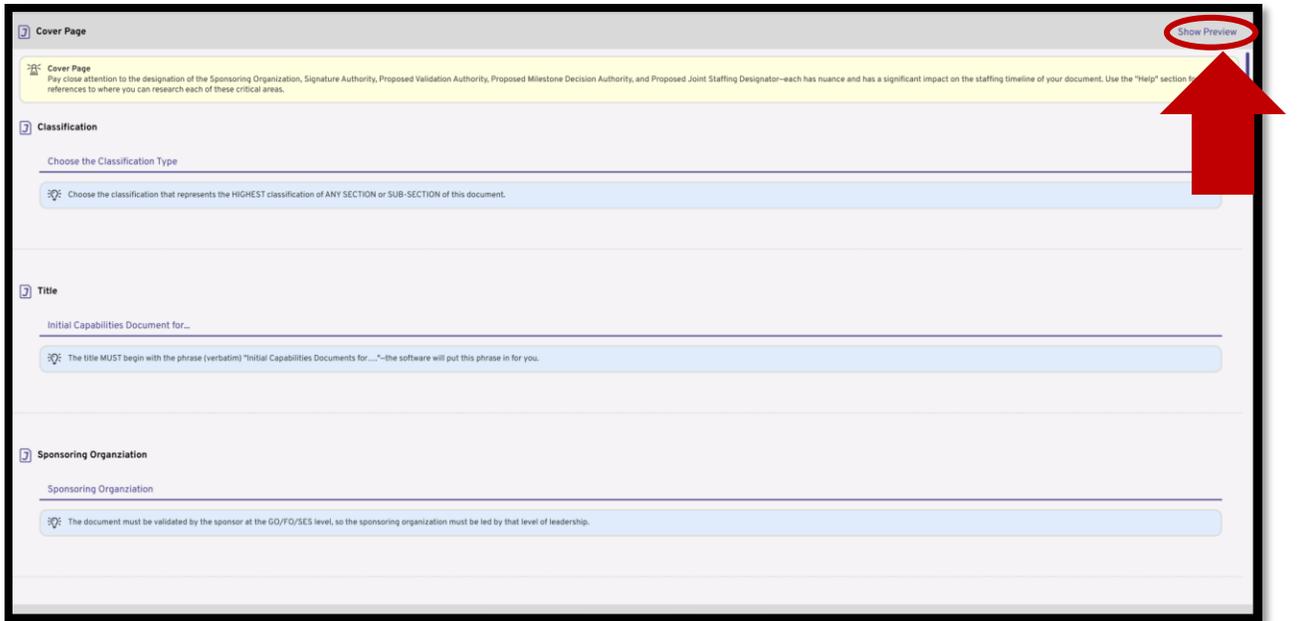


Figure 21. Users can toggle the preview feature.

2. To update the preview, click on **Update Preview** in the bottom right.

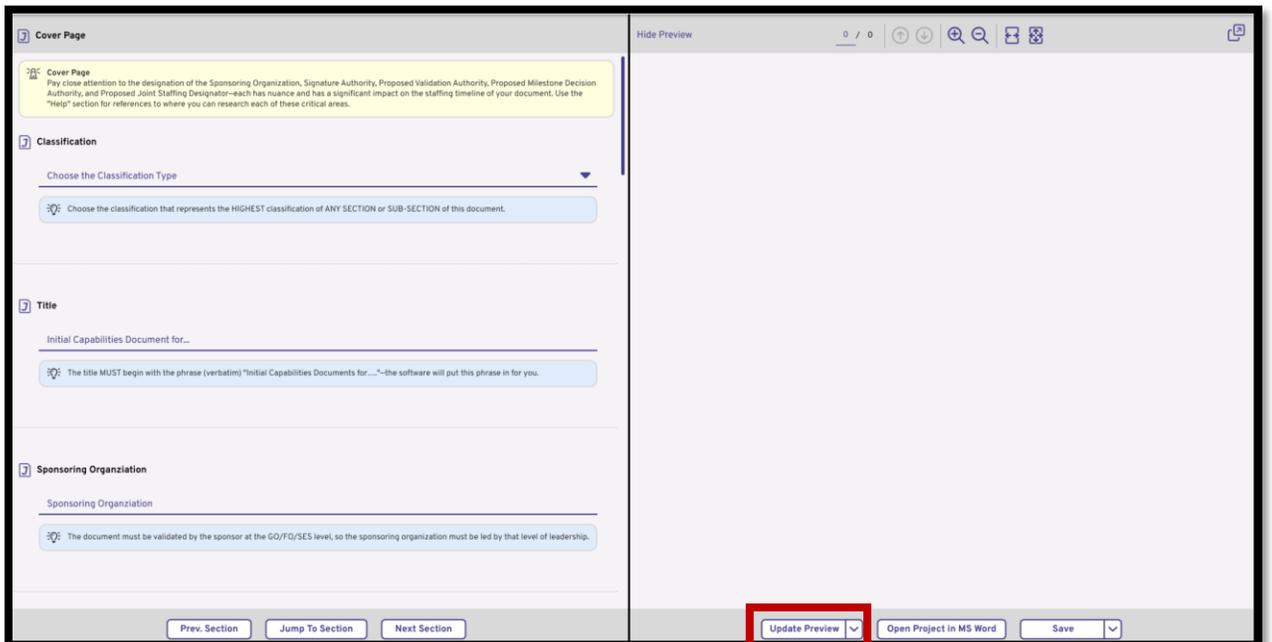


Figure 22. The application with the preview pane active.

Your preview pane will now appear as shown below:

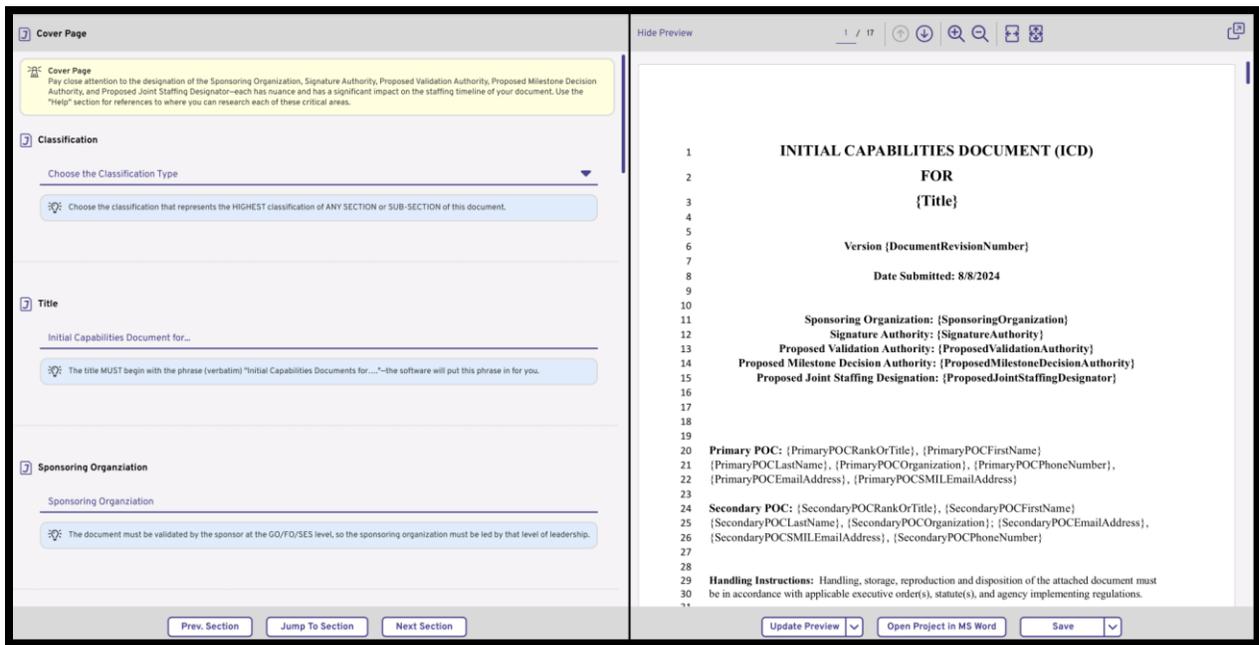


Figure 23. The preview pane showing the document.

3. To hide the preview pane, click **Hide Preview**.



Figure 24. Users can hide the preview pane as they work on their project.

## Bookmarks

Bookmarks allow users to bookmark certain help sections to refer to while completing their project. This can be helpful for completing identical or almost-identical sections and subsections such as inserting tables or page limit guidelines.

Saved bookmarks may be found in the **Saved Projects** tab of the RDW application.

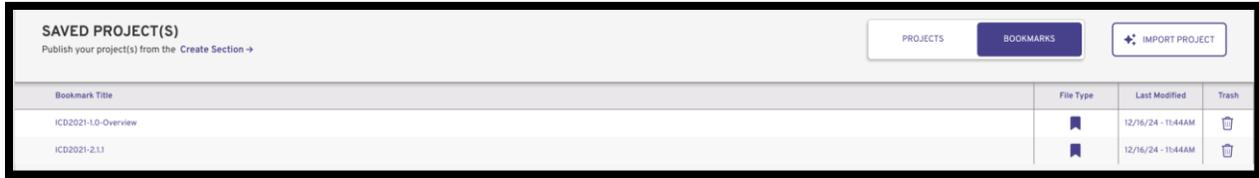


Figure 25. Users can bookmark JCIDS manual help tips.

To save a bookmark, follow these steps:

1. On any section or subsection of your document, click the **JCIDS Manual reference icon** by the section or subsection title.

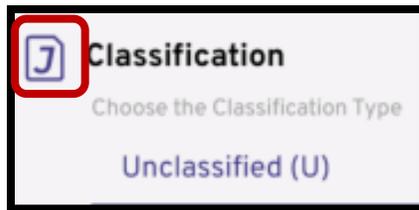


Figure 26. Users must select this manual aid icon.

2. When the Show Help bar toggles on right, click on the ribbon icon in the top right to bookmark.



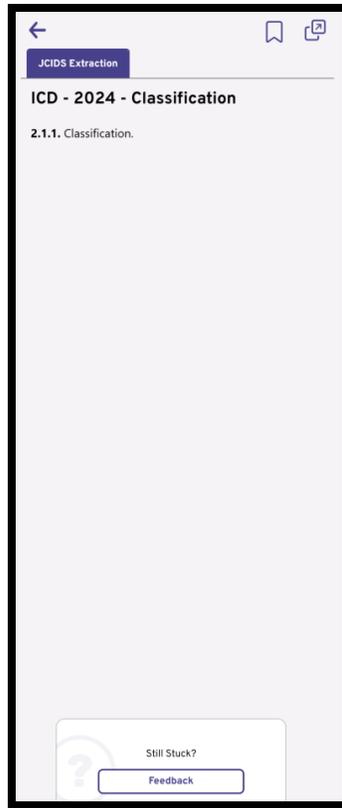


Figure 27. The bookmark ribbon icon saves the help tip.

To view all bookmarks, follow these steps:

1. Go to the **Saved** tab on the left menu.

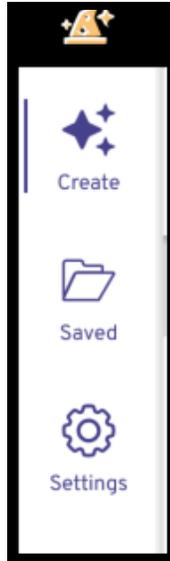


Figure 28. Users must access bookmarks through the Saved tab.

The saved bookmarks will appear as shown below:

SAVED PROJECT(S) Publish your project(s) from the <a href="#">Create Section</a> →				PROJECTS	BOOKMARKS	IMPORT PROJECT
Bookmark Title	File Type	Last Modified	Trash			
ICD2021-1.0-Overview		12/16/24 - 11:44AM				
ICD2021-2.1.1		12/16/24 - 11:44AM				
ICD2024-2.1.1		12/16/24 - 11:44AM				

Figure 29. Saved bookmarks.

2. Click on any bookmark to view the JCIDS Extraction.

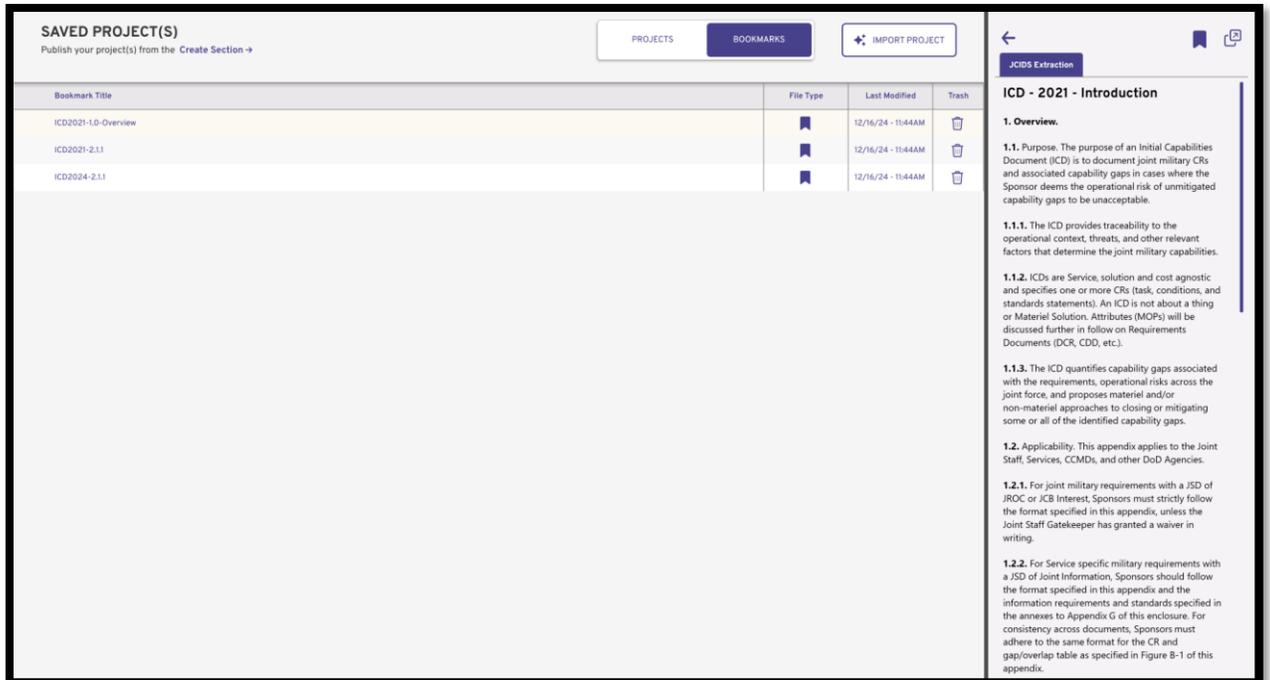


Figure 30. Users can read the JCIDS manual extraction for each saved bookmark.

To remove a bookmark, from this view, click on the trash can icon in the Trash column.



Figure 31. Users can delete bookmarks.

Alternatively, in the Show Help popup, users may also remove bookmarks by clicking on the colored-in ribbon icon.

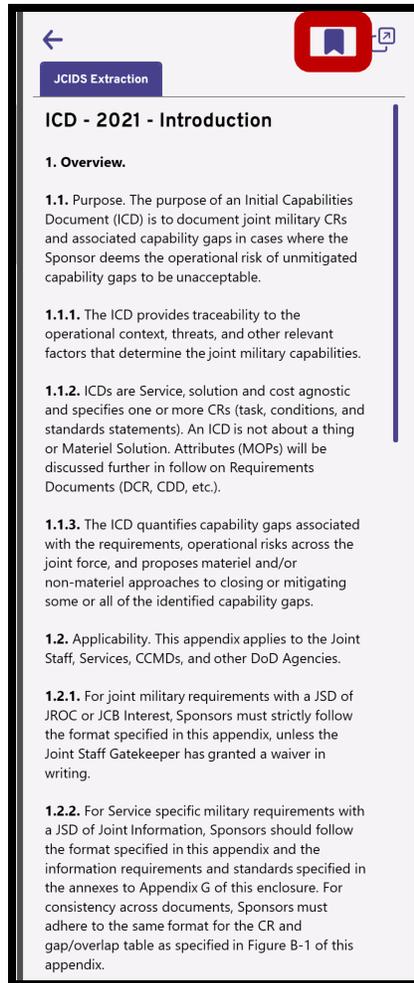


Figure 32. Users may remove bookmarks in the Show Help toolbar.

## A Note about Subsection Numbers

Sections with multiple subsections will have a section number and subsection number in their header field. For example, Operational Context is marked as Section 1 and contains five subsections. This means each header field will begin with **1.0, 1.1, 1.2, 1.3, 1.4, and 1.5** respectively.

However, some large sections with multiple subsections may have **optional** subsections, and if those are skipped, the user must apply the subsection number to the next subsection that will be used.

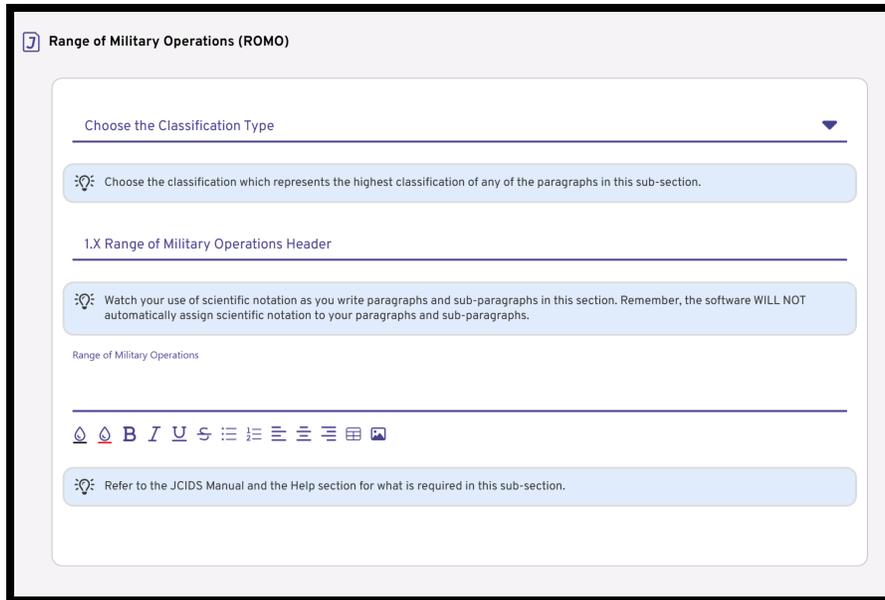


Figure 33. A subsection with 1.X in the header field.

All subsections following the first will contain a Section Number and X in the header field (e.g. 1.X for the Operational Context0). Users must change the X to the correct corresponding subsection number for both required fields and the optional fields they wish to complete.

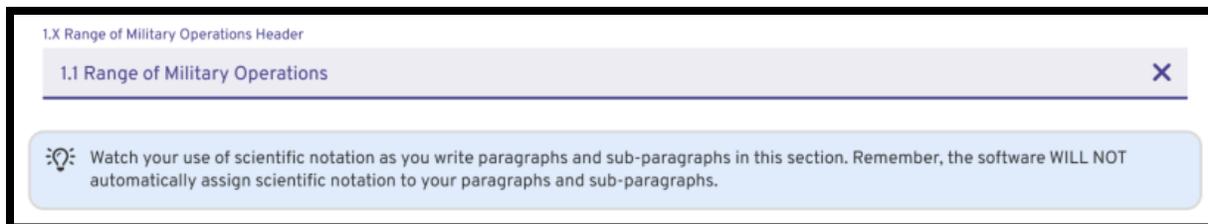


Figure 34. ROMO showing 1.1 to reflect its place after 1.0 - Operational Context.

If users skip an optional subsection, they may leave the header as is.

### Smart Text/Formatting

All sections and subsections where users enter text (as opposed to uploading images) include a formatting menu where users may customize text, create lists, add media such as images and tables, and change alignment.



Figure 35. Users may customize text, add lists, change alignments, or add images and tables.

In order, users have the following options:

- Change the font color to **black**
- Change the font color to **red**
- **Bold** text
- *Italicize* text
- Underline text
- Add a strikethrough line in text
- Create bullet list
- Create numbered list
- Left align text
- Center align text
- Right align text
- Add a table
- Add an image (.jpg file only).

Users may use the bold, italicize, underline, and strikethrough features simultaneously or individually.



Figure 36. A sample list of formatting combinations.

### Template Color Coding

Throughout the RDW application, all templates will contain different symbols and colors that alert users about complete or incomplete sections and subsections. The symbols and color code is as follows:

- **Red** – The RED triangle signifies that you have not yet addressed all of the REQUIRED elements within a given section. Further, red font within a sub-section signifies the unaddressed REQUIRED entry.
- subsection or entire section are incomplete. These apply to **mandatory** subsections. Even when optional subsections are being completed, elements such as **Classification Type** are required to be completed and will turn red if incomplete.
- **Green** – The green checkmark signifies that you've addressed all the mandatory elements within a given section and/or that the section is OPTIONAL (which means you are not required to make any entry).
- **Yellow** – Reserved for beginning/end of section Expert Curated Hints. Noted by a lighthouse icon.
- **Blue** – Reserved for field or subsection Expert Curated Hints. Noted by a light bulb icon and designed to provide tips for completing each field or subsection.

# Creating a Project

When you first open the RDW application, you will want to create a first project to begin using the application's features. Follow these steps to create your first project.

1. Launch the RDW application.
2. On the startup screen, choose **Create New Project**.

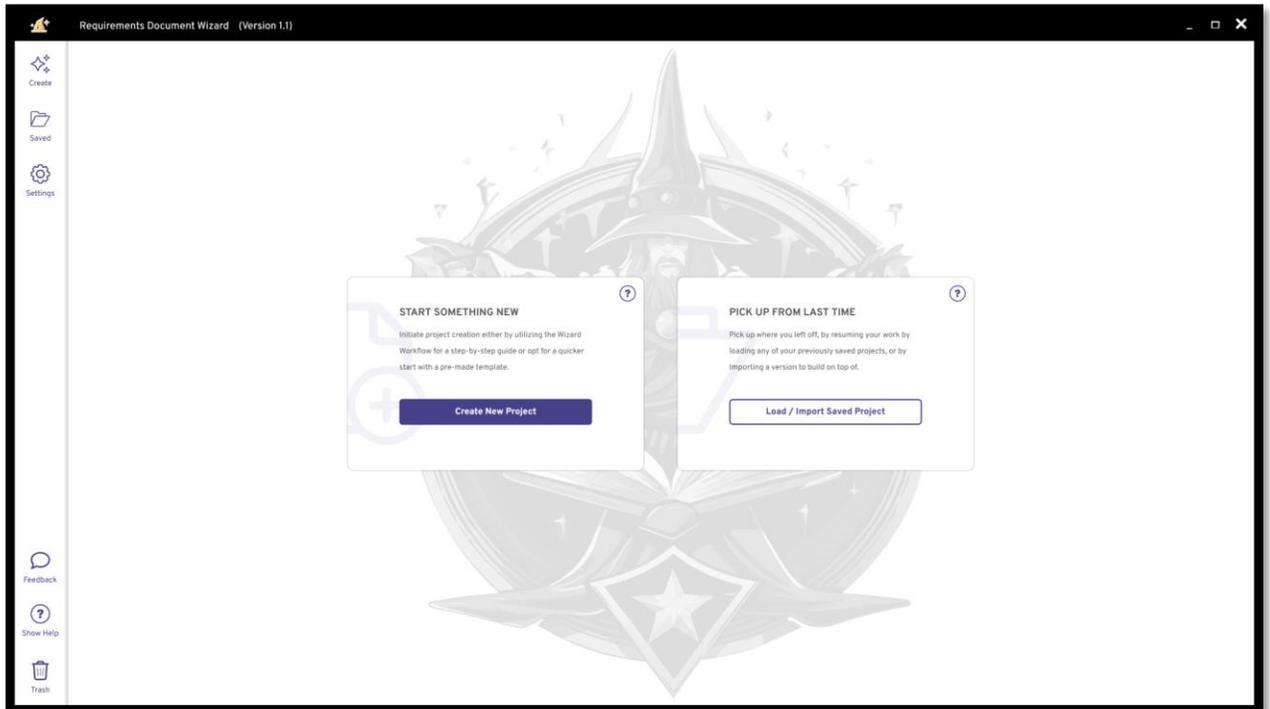


Figure 37. Startup screen.

3. Select one of the templates shown in the Create New Project window.

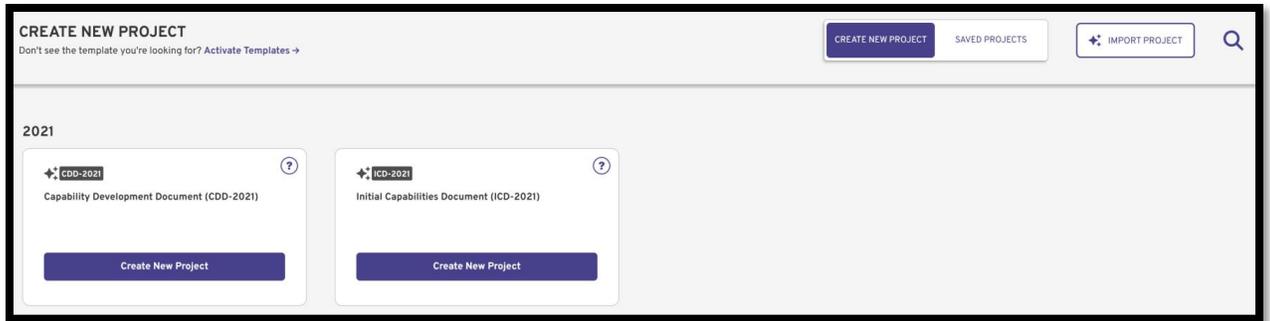


Figure 38. Users can select a template from the Create New Project window.

4. Give your project a name.

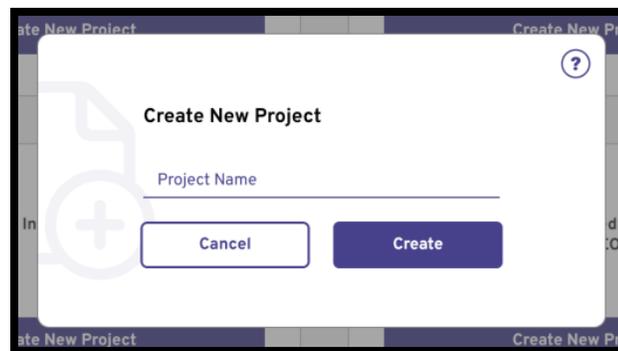


Figure 39. Users must name their project.

5. Click **Create**.

# Importing a Project

If the user has a previously existing project that uses one of the templates provided in the RDW, they may import that document into the application.

To import a project to the Requirements Document Wizard, follow these steps:

1. Go to **Create New Project**.
2. In the upper right corner, click **Import Project**.



Figure 40. Users can import an existing project into the RDW application.

3. Click **Browse**.

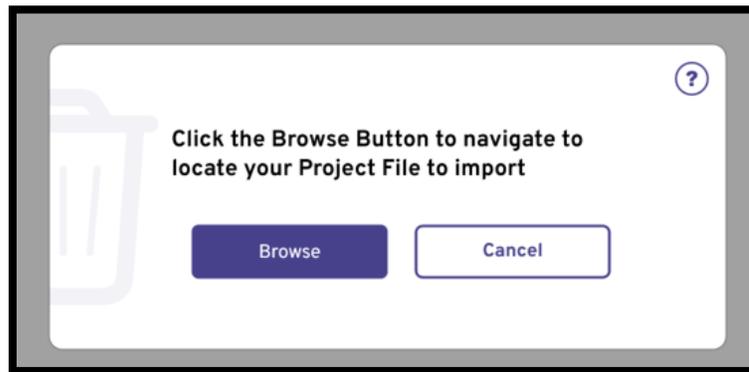


Figure 41. Users must click Browse to find their file.

4. Select the project (as a JSON file) from the file browser.
5. Click **Open**.

# Settings

The Settings area allows users to customize their application settings, information, and saved files location.

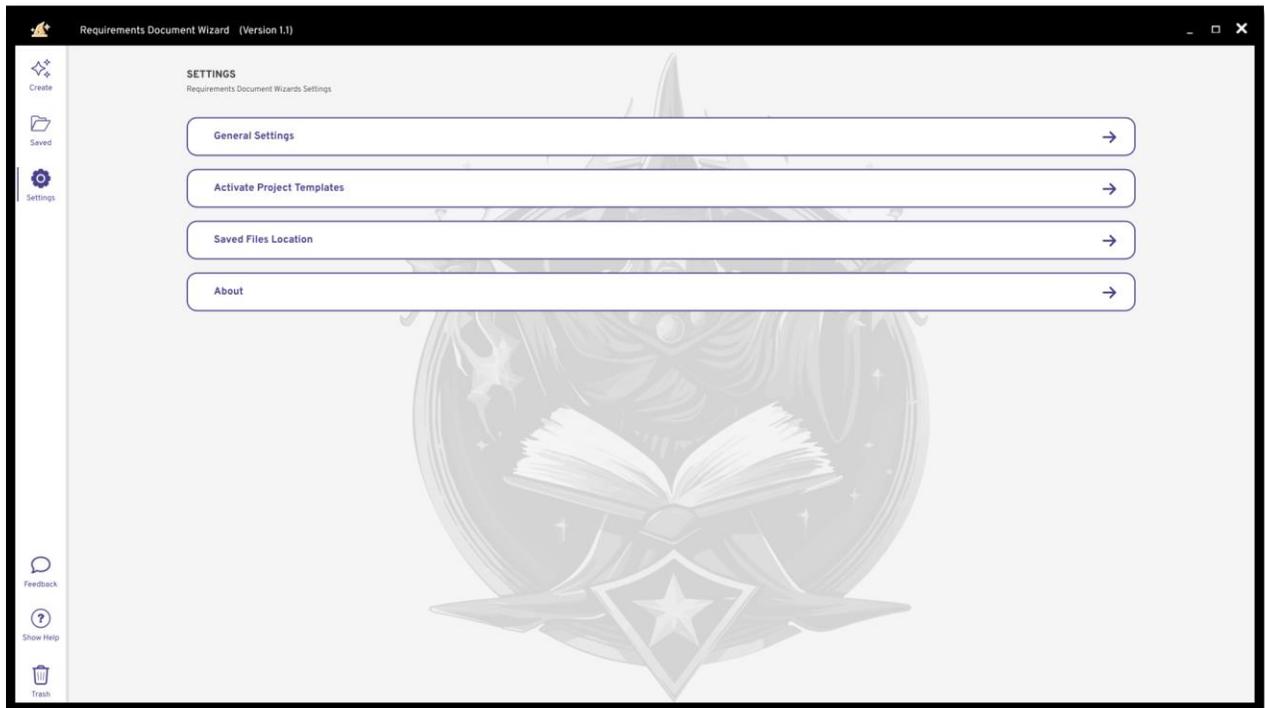


Figure 42. Settings.

## General Settings

The General Settings section allows users to enter their author information for pre-fill automation. This automatically puts their information in documents if they are the author.

To customize this area, complete the following steps:

1. In the Settings area, click **General Settings**.



Figure 43. Users can enter their information for author attribution in General Settings.

A blank General Settings page will appear as shown below.

A screenshot of a 'GENERAL SETTINGS' page. The title is 'GENERAL SETTINGS' and the subtitle is 'Author Information for Pre-Fill Automations'. There is a close button (X) in the top right corner and a help button (?) in the top right corner of the main content area. The form is titled 'Author Information' and contains the following fields:

- First Name (text input)
- Last Name (text input)
- Email Address (text input)
- Contact Telephone Number (text input)
- Title / Rank (text input)
- Gender (radio buttons for Male and Female)
- Office Address section containing:
  - Street Address (text input)
  - City (text input)
  - Zip Code (text input)
  - State (dropdown menu)

Figure 44. A blank General Settings page with Author Information form.

2. Enter your information as given in the Author Information form.

**GENERAL SETTINGS**  
Author Information for Pre-Fill Automations

**Author Information**

First Name: Jane

Last Name: Doe

Email Address: jane.doe@dau.edu

Contact Telephone Number: (223) 111-4233

Title / Rank:

Gender:  Male  Female

**Office Address**

Street Address: 123 Main Street

City: Fort Belvoir

Zip Code: 22060

State: Virginia

Cancel Save

Figure 45. Author Information form.

3. Click **Save**.
4. To exit the form, click the **X** at the top right.

**GENERAL SETTINGS**  
Author Information for Pre-Fill Automations

**Author Information**

First Name: Jane

Last Name: Doe

Email Address: jane.doe@dau.edu

Contact Telephone Number: (703) 785-1234

Title / Rank:

Gender:  Male  Female

**Office Address**

Street Address: 1234 Main Street

City: Ft Belvoir

Zip Code: 22060

State: Virginia

Figure 46. The X at the top right closes the Author Information form.

## Activate Project Templates

Activate Project Templates allows user to enable and disable project templates. Follow these steps to activate and deactivate templates:

1. In Settings, click on **Activate Project Templates**.



Figure 47. Users can enable and disable project templates.

2. Click on the green button on any template(s) you wish to disable.

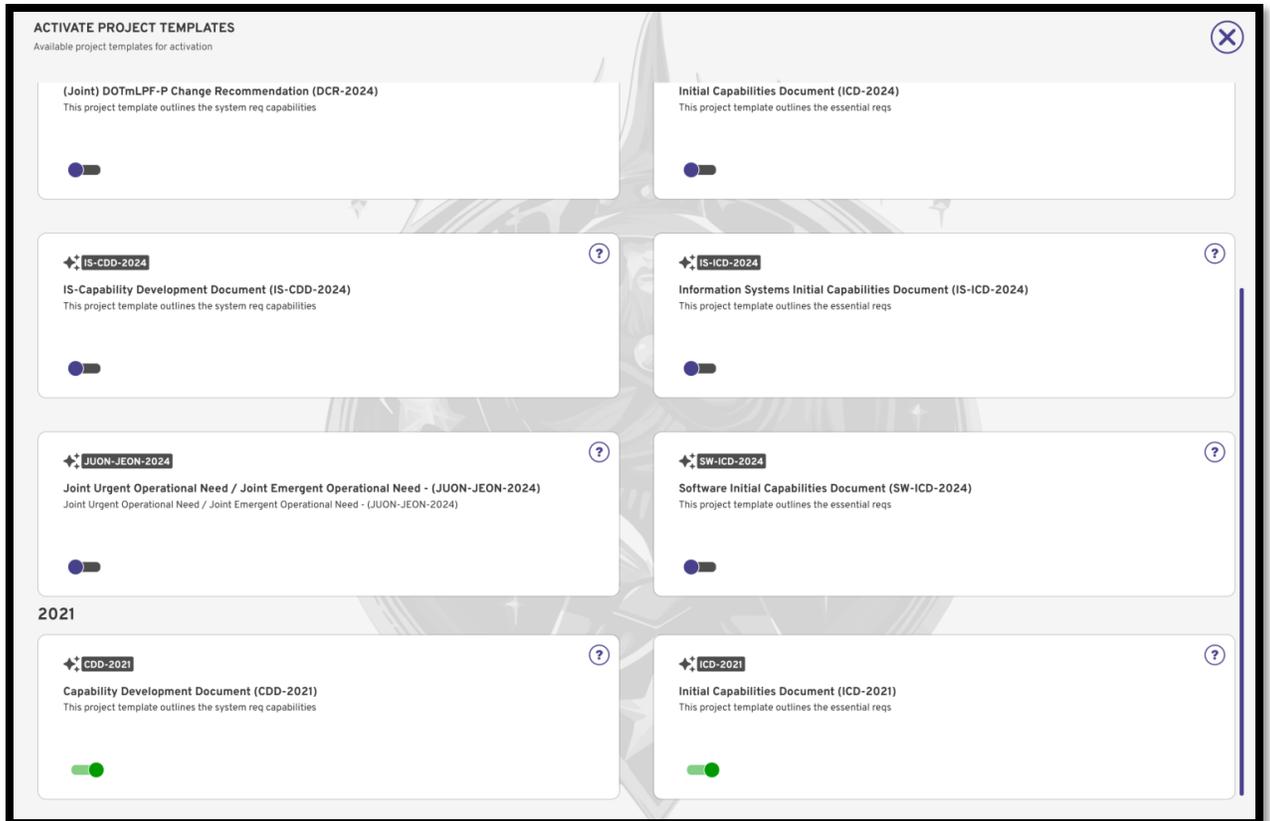


Figure 48. Users can enable and disable templates here.

3. To exit, click on the X at the top right.

### Saved Files Location

Users can change where their files are saved by designating a new location for a Directory file. To change this location, follow these steps:

1. In the main Settings area, click **Saved Files Location**.



Figure 49. Users can change where their files are saved.

2. Click **Browse**.

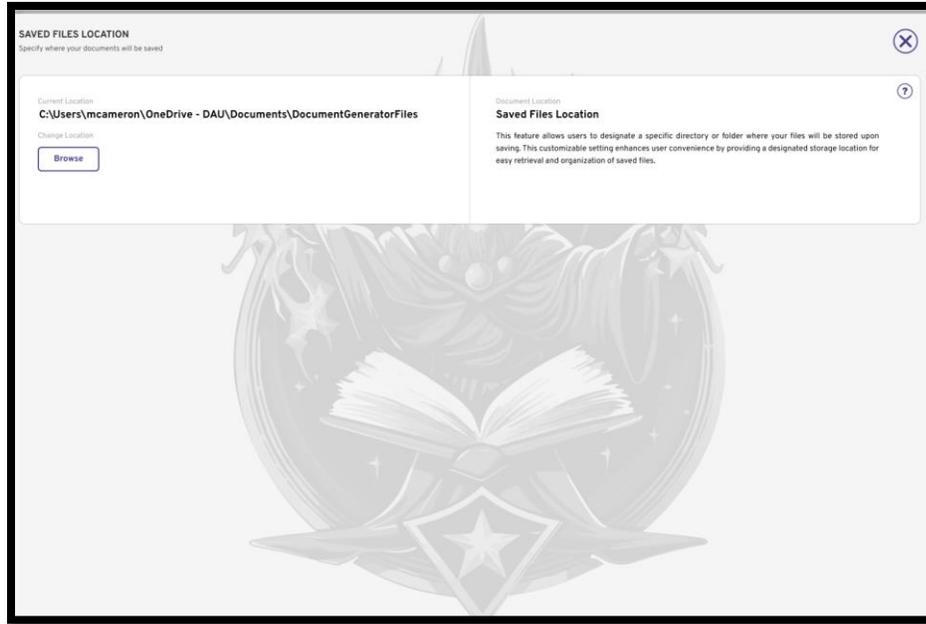


Figure 50. Users will see a Browse button and a brief description of this section.

3. Choose the new location for your files.

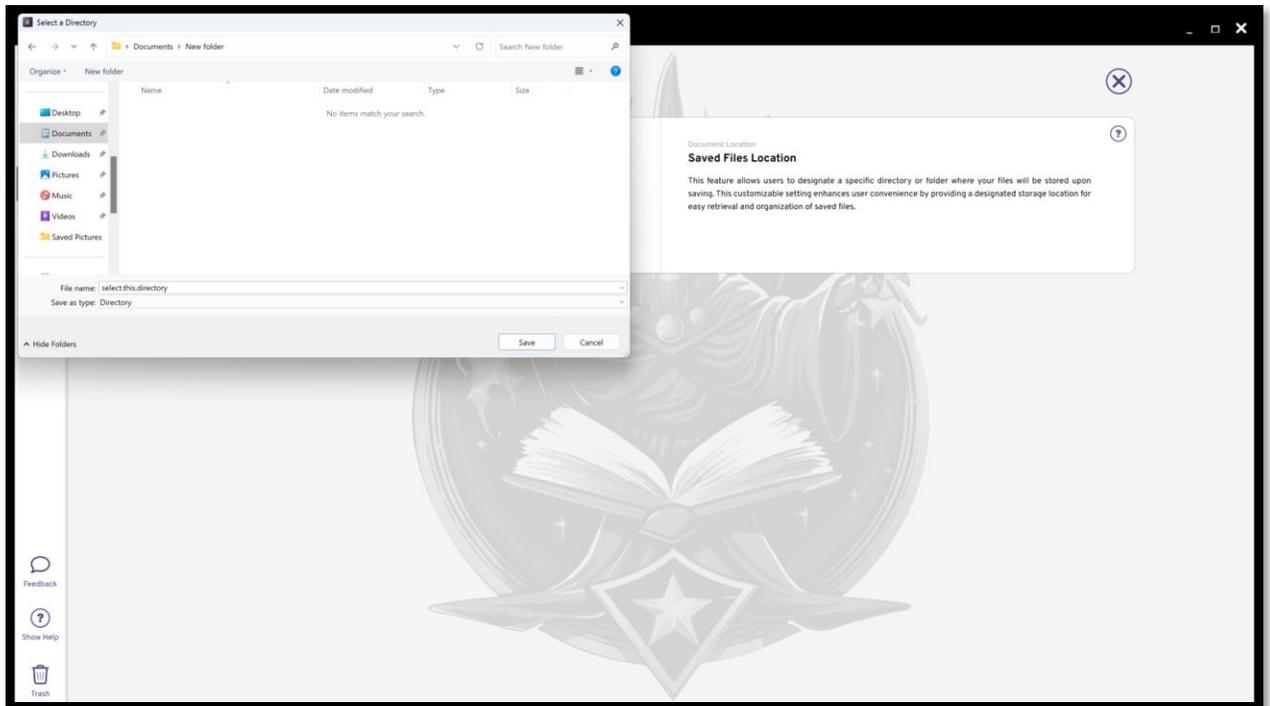


Figure 51. Users use the folder browser to designate a new location.

4. Click **Save**.

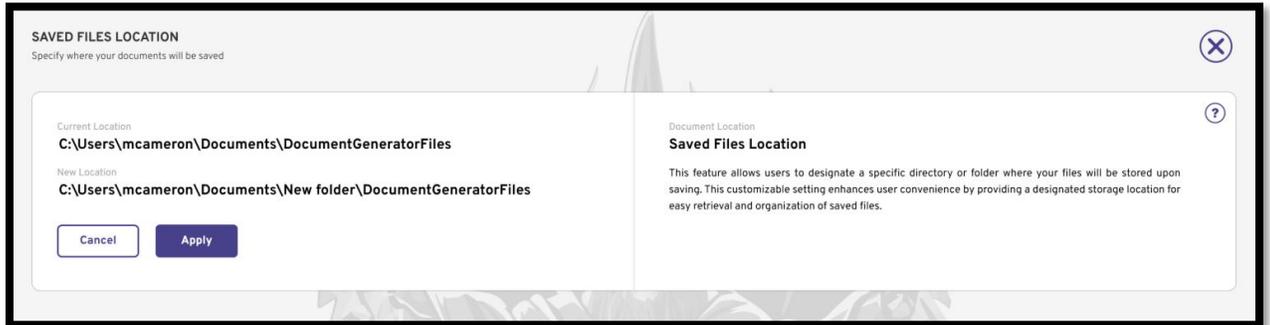


Figure 52. Users make a final decision to apply this change.

5. If you wish to confirm the location change, click **Apply**. You can always go back to the original location anytime.
6. To exit the setting, click the X at the top right.

## About

The About page shows the user the application information, including version number and publication date.

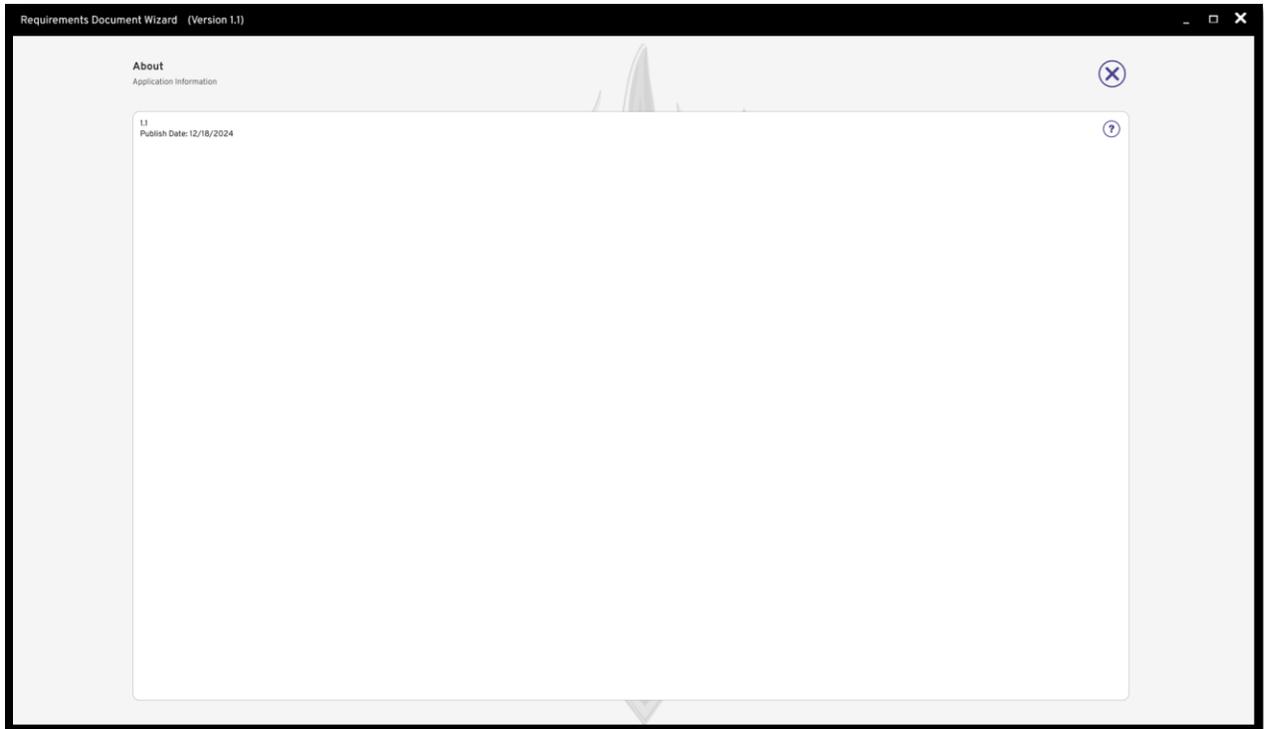


Figure 53. About page.

## Creating and Completing the 2021 ICD

### Creating the 2021 ICD

1. Select **Create New Project** for **Initial Capabilities Document (ICD-2021)**.

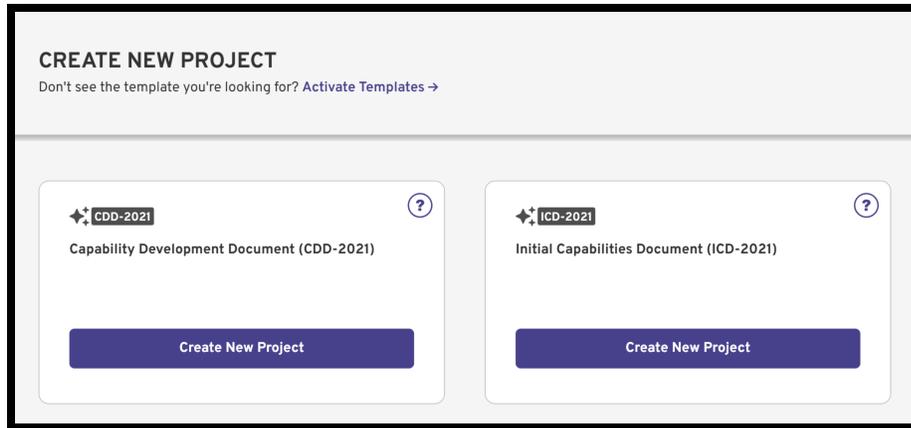


Figure 54. Users can select from three different project types.

2. Give your new project a name.

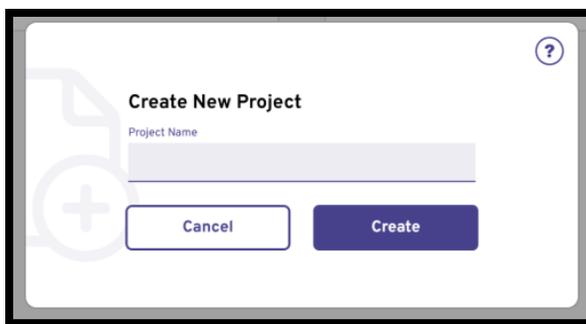


Figure 55. Users must name their project.

3. Click **Create**. You will now see the project template divided into multiple parts for easy completion.

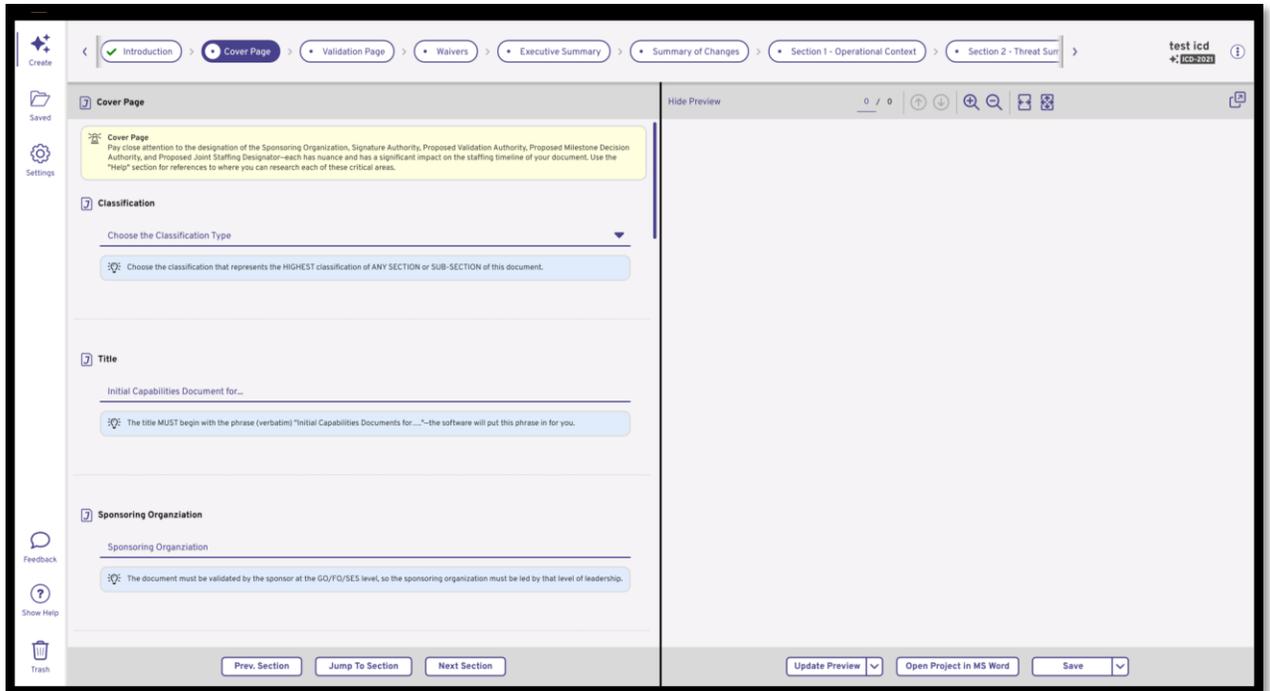


Figure 56. A fresh new project in Document Wizard.

## Completing the 2021 ICD

The Requirements Document Wizard allows you to complete a project in multiple sections. The sections of an ICD are divided into sixteen (16) sections, listed as follows:

1. Cover Page
2. Validation Page
3. Waivers
4. Executive Summary
5. Summary Changes
6. Body - Operational Context
7. Body - Threat Summary
8. Body - Capability Requirements
9. Body - Summary Table
10. Body - Final Recommendations
11. Appendix A - References
12. Appendix B - Acronym List
13. Appendix C - Glossary
14. Appendix D - Classified Appendix
15. Appendix E - ICD Cyber Survivability
16. Appendix F - EMS Survivability

All sections should be completed **in order**. If you skip to another section, the incomplete section will be noted with a red dot on its tab and fields marked with an error notification. You can always return to sections or fields when you have obtained other necessary materials and references.

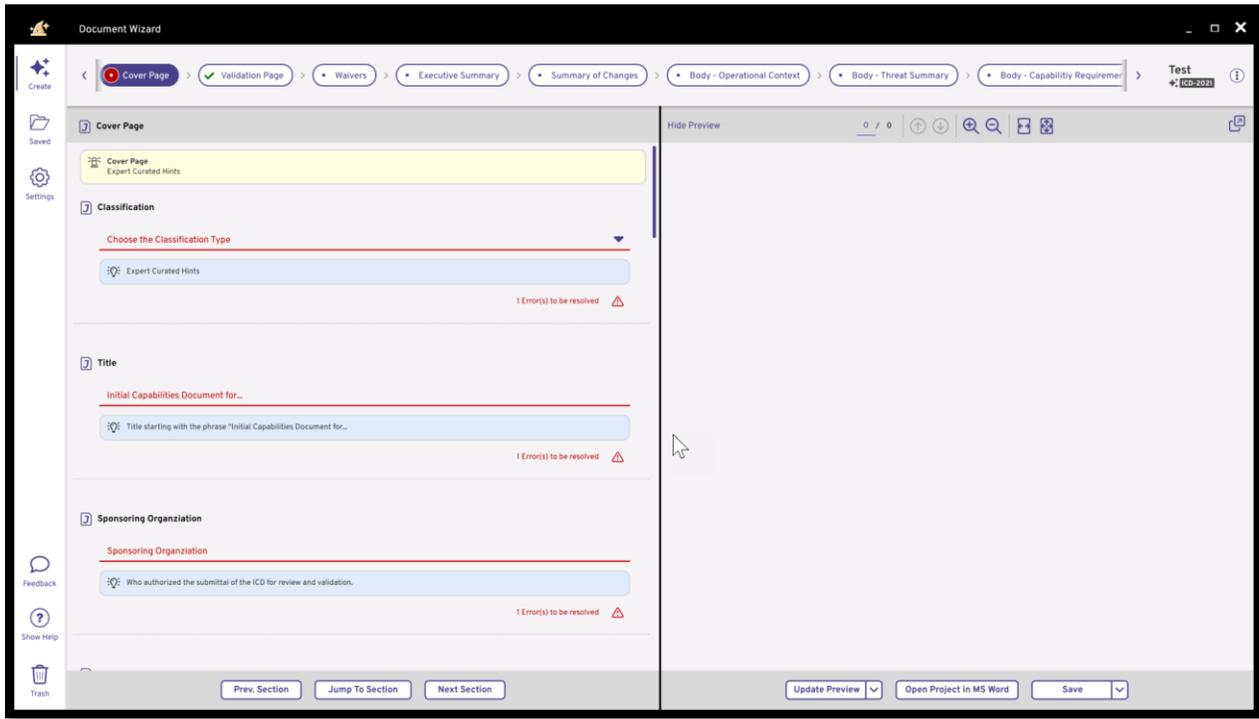


Figure 57. Incomplete sections are marked with red dots and red fields.

## Classification Type

Almost every section will require you to list a **Classification Type**. Please ensure you complete that field with the most accurate classification type for that section and any subsections that may apply. Changing the classification type on any area that is higher than the overall document classification will require an update to the overall classification type for the document.

The Classifications used in this application are

- Unclassified (U)
- Controlled Unclassified (CUI)
- Confidential (C)
- Secret (S)
- Top Secret (TS)

## Section and Subsection Numbers

Some sections and subsections will also have numbers and subsection numbers. These are often stylized as 1.0, 1.1, 1.2, etc., and for sections with multiple subsections, you will see will begin with the section number and an x (e.g. **1.X**). If you are completing any mandatory or optional subsection, always replace the X with the appropriate subsection number.

The screenshot shows a software interface for editing a subsection. At the top, the title is "Range of Military Operations (ROMO)". Below the title is a dropdown menu labeled "Choose the Classification Type". A callout box below the dropdown contains the text: "Choose the classification which represents the highest classification of any of the paragraphs in this sub-section." The header field contains the text "1.X Range of Military Operations Header". Below the header is a rich text editor with icons for bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, table, and image. A callout box below the editor contains the text: "Watch your use of scientific notation as you write paragraphs and sub-paragraphs in this section. Remember, the software WILL NOT automatically assign scientific notation to your paragraphs and sub-paragraphs." Below the callout is the text "Range of Military Operations". At the bottom, another callout box contains the text: "Refer to the JCIDS Manual and the Help section for what is required in this sub-section."

Figure 58. A subsection with a "1.X" in the header field.

## Introduction

Before you begin a project, the ICD format will begin with an introduction section. This section explains the purpose of the ICD format, lists expectations as you work through the project, and provides some guidelines for formatting and writing.

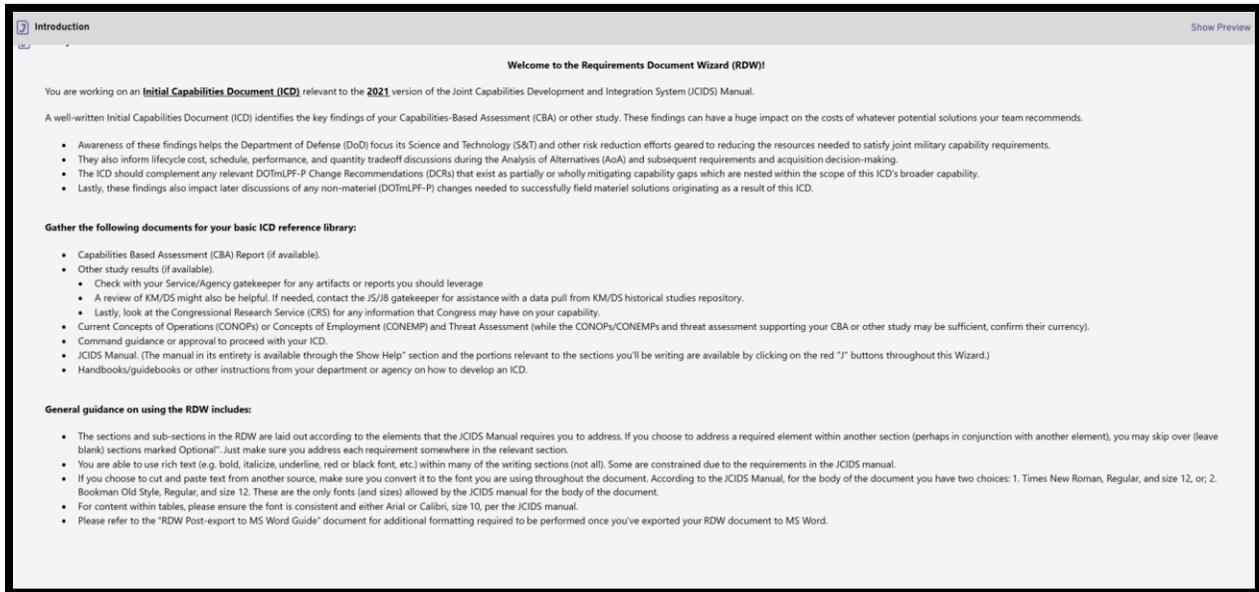


Figure 59. This introduction provides guidelines and expectations for a successful ICD.

## Cover Page

The first section of any project is the cover page. The information on the cover page includes

- Classification
- Title
- Sponsoring organization
- Signature authority
- Date submitted to the sponsoring organization
- Primary point of contact (POC) for the document sponsor
- Secondary POC for the document sponsor
- Proposed validation authority
- Proposed Milestone Decision Authority (MDA)
- Proposed Joint Staffing Designator (JSD)
- Document revision number

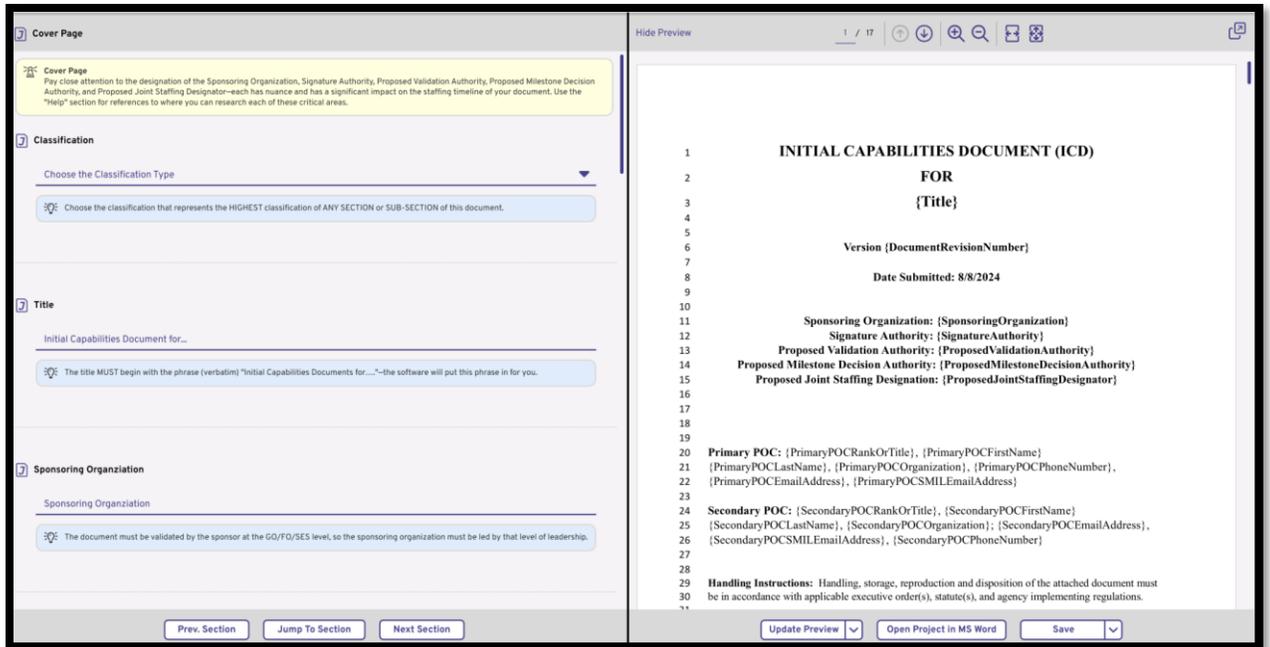


Figure 60. Cover Page section.

All fields in this section are **mandatory**. Please complete them in their entirety and click **Apply** when finished with every field. Be sure that the Date Submitted by the Sponsoring Organization is correct, as well as the version number.

Please read the Expert Curated Hints for each field or refer to the JCIDS Manual for more information.

### Validation Page

The Validation section of the page provides the proof needed to validate this document as an authoritative source for the project. Because this section is required, users may upload a placeholder image file until the official file is ready, and when that official file is ready for upload, users may remove the placeholder and change the option status.

**Validation Page**

**Validation Page**  
 During the drafting of your document, the RDW will default to including the required placeholder statement for documents in draft, per the JCIDS Manual (Appendix A, Enclosure B).

- Once you have obtained validation of your document, you can use the RDW to change the default drop-down menu and to insert an image (.jpg) of your validation.
- For documents with a JSD of Joint Interest, a Sponsor Organization validation is all that is required.
- For documents with JSD of JCB or JROC Interest, the validation must be in the form of a JROCM—a Sponsor Organization validation is NOT sufficient.

**Validation Page or Placeholder**

Choose Validation Option ▼

**ⓘ** This should be consistent with your cover page designation.

- If using a placeholder (for now), the required statement (verbatim) will be inserted for you.
- If including the signed validation page, the statement will be displaced by your validation page—which you must upload in a .jpg format. If necessary, you can make adjustments to the format of your .jpg once you get to MS Word.

Select Image For: Validation Page

Select Image

Remove Image

**ⓘ** ONLY use this section if you have a validation FROM THE APPROPRIATE AUTHORITY to upload your validation in a .jpg format. Otherwise, do not use this section.

Figure 61. Validation section.

When uploading placeholder or final files, ensure that the Validation Option field correctly reflects the file uploaded.

## Waivers

If the document diverts from the JCIDS Manual format in any way, the signed waiver or reference to the Joint Staff Gatekeeper's KM/DS approval note *must* be included in the document. Users may skip this section if their document will not be diverted from the JCIDS Manual formatting.

**Waivers**

**Waivers**  
If you intend for your document to differ from the JCIDS Manual format IN ANY WAY (e.g. format or content), you must obtain a waiver from the appropriate source and either include a signed copy of that waiver here or provide a reference to a Joint Staff Gatekeeper's KM/DS approval note. If you don't intend to vary from the proscribed format or content, you do not need to use this section at all—simply skip over it.

**Waivers (Optional)**

Waiver Placeholder

**B I U**

Select Image For: Waiver Page

Select Image Remove Image

If you upload an image, ensure it is in the .jpg format. If you include a URL, ensure to spell it out explicitly—do not provide a 'hotlink' as hotlinks may not work across networks.

Figure 62. The optional Waivers section.

## Executive Summary

The Executive Summary provides a summary of the project. Please note that the summary should be brief and concise while *not* exceeding one page, and new material may not be mentioned or added to this summary.

Because the executive summary should be limited to only one page, users should use the preview pane to ensure their summary does not exceed that single page.

The screenshot shows a web-based form for creating an Executive Summary. At the top, there is a tab labeled "Executive Summary". Below the tab is a yellow warning box with a megaphone icon, stating: "Executive Summary: The JCIDS Manual directs that this section be NO LONGER than one page—but the software will neither stop you from continuing to add content, nor will it truncate what you write. You'll have to check the preview to see how much you've written and how much space you have remaining toward the one-page limit." Below this is another "Executive Summary" tab. The main form area contains a dropdown menu labeled "Choose the Classification Type". Below the dropdown is a blue information box with a speech bubble icon: "Choose the HIGHEST classification of any portion of this section. \*Note: Remember to add sub-section classification markings, as appropriate." Underneath is the "Executive Summary Header" section, which includes a text input field containing "Executive Summary" and a pencil icon for editing. Below the header is a large text area for the "Executive Summary" content, with a rich text editor toolbar below it containing icons for bold, italic, underline, link, bulleted list, numbered list, indent, outdent, table, and image. At the bottom of the form is another yellow warning box with a megaphone icon: "AT THE CONCLUSION OF THIS SECTION: Check the preview to ensure that your Executive Summary is NO LONGER than one page!"

Figure 63. Executive Summary.

## Summary of Changes

The Summary of Changes section provides a record of changes and revisions made to the document. This section provides premade tables for recording all revisions and changes.

**Summary of Changes**

Summary of Changes  
Use this section to document changes to your document over time. Make sure each entry is complete and the tables capture the complete list of versions

**Revision History**

Revision History Header  
Revision History

Make sure your COVER PAGE (last entry) is updated to reflect the current version—it will not update automatically.

Revision History

Draft Version	Date	Purpose	Person Entering Change

B I U S [List] [Bulleted] [Numbered] [Table] [Image]

If you copy/paste from another source into this table, make sure to change the font to Arial, size 10, per the JCIDS Manual requirements.

**Record of Changes**

Record of Changes Header  
Record of Changes

Be COMPLETE in your record of changes—but be CONCISE in your explanation.

Figure 64. Summary of Changes section.

### Revision History

The Revision History allows you to list all revisions made to the project. The blank open field allows for customization of a revision history as the user sees fit.

**Revision History**

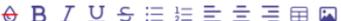
Revision History Header

Revision History 

 Make sure your COVER PAGE (last entry) is updated to reflect the current version—it will not update automatically.

Revision History

Draft Version	Date	Purpose	Person Entering Change



 If you copy/paste from another source into this table, make sure to change the font to Arial, size 10, per the JCIDS Manual requirements.

Figure 65. Revision History form.

As an example, a Revision History table may look like this:

**Revision History**

Revision History Header

Revision History 

 Make sure your COVER PAGE (last entry) is updated to reflect the current version—it will not update automatically.

Revision History

Draft Version	Date	Purpose	Person Entering Change
1.0	08/01/2024	Document created	Marissa Cameron
1.1	08/27/2024	Updated screenshots to reflect new Expert Curated Hints	Marissa Cameron



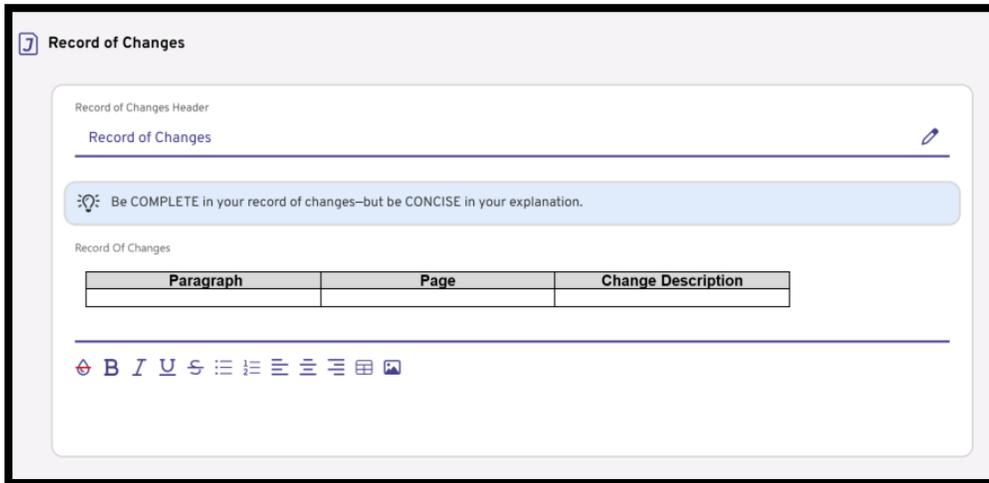
 If you copy/paste from another source into this table, make sure to change the font to Arial, size 10, per the JCIDS Manual requirements.

e

Figure 66. A Revision History table with two draft versions.

## Record of Changes

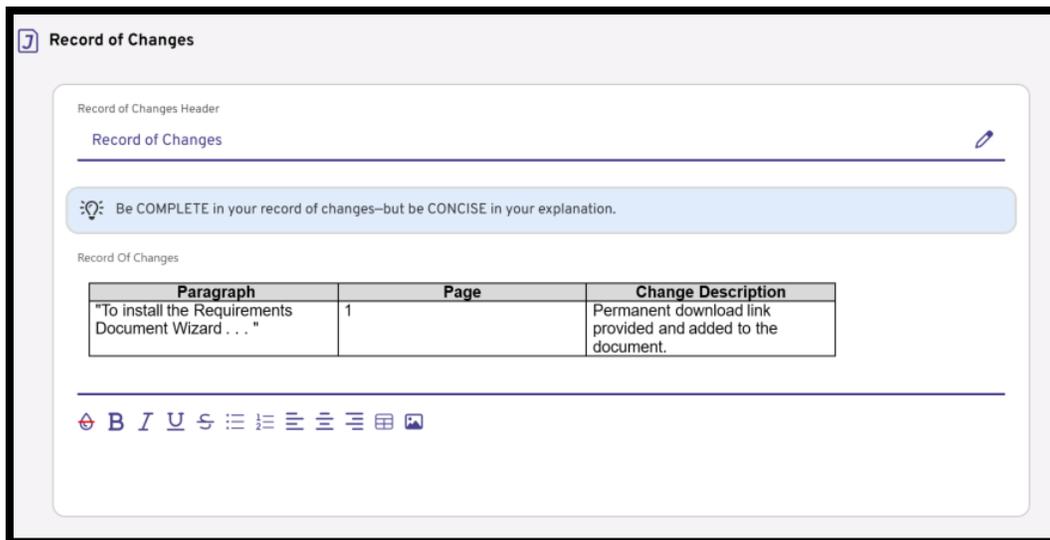
The Record of Changes form allows users to document the changes made in the document and where that change was made. Like the Revision History, this form is also open use for users to format as they wish or in accordance with their own organization documentation guidelines.



The screenshot shows the 'Record of Changes' form interface. At the top left, there is a tab icon and the title 'Record of Changes'. Below this is a 'Record of Changes Header' section containing the text 'Record of Changes' and an edit icon. A light blue callout box contains a lightbulb icon and the text: 'Be COMPLETE in your record of changes—but be CONCISE in your explanation.' Below the callout is the label 'Record Of Changes' and an empty table with three columns: 'Paragraph', 'Page', and 'Change Description'. At the bottom of the form is a rich text editor toolbar with icons for bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, table, and image.

Figure 67. Record of Changes.

As an example, a completed Summary of Changes section may present as a table such as the one shown below:



The screenshot shows the 'Record of Changes' form interface with a completed table. The table has three columns: 'Paragraph', 'Page', and 'Change Description'. The first row contains the following data:

Paragraph	Page	Change Description
"To install the Requirements Document Wizard . . ."	1	Permanent download link provided and added to the document.

Below the table is a rich text editor toolbar with icons for bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, table, and image.

Figure 68. A Record of Changes table with one change on record.

Before you move to the next section, please read the concluding Expert Curated Hint to ensure all changes are recorded and the version number on the Record of Changes and the cover page match!

## Operational Context

The Operational Context section provides context for the capability requirements identified in the ICD and explains how the requirements contribute to the mission and activities of the Joint Force.

The screenshot shows a document editor interface for the 'Operational Context' section. At the top, there is a header 'Section 1 - Operational Context' with a small icon. Below this is a yellow highlighted box containing a 'Section 1 - Operational Context' header and a paragraph of text: 'Per the JCIDS Manual requirements, there are five areas to cover in this section. Each is laid out sequentially in the sub-sections below. All sub-sections below are MANDATORY to cover or discuss, as appropriate. If you believe that any given sub-section is not necessary for your document, acknowledge the requirement by including a statement such as, "XXX is not relevant to the capability requirement," or similar verbiage.' Below this is another header 'Operational Context' with a small icon. Underneath is a dropdown menu labeled 'Choose the Classification Type'. Below the dropdown is a blue box with a hint icon and text: 'Choose the classification which represents the highest classification of any of the sub-sections below.' This is followed by an 'Operational Context Header' section with the text '1.0 Operational Context' and an edit icon. Below this is another blue box with a hint icon and text: 'Administratively, the scientific notation for this header should begin with 1.0, as in, "1.0 Operational Context." In the sub-sections below, as you write your document, keep track of your sub-sections and monitor your use of scientific notation—the software WILL NOT automatically assign scientific notation to your sub-sections.' Below this is the text '1.0 Operational Context' followed by a rich text editor toolbar with icons for bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, table, and image. Below the toolbar is a final blue box with a hint icon and text: 'Treat this sub-section (1.0) as an introductory paragraph or introduction (several paragraphs) for this entire section. There are no specific requirements for this specific sub-section.' At the bottom of the editor, there is a header 'Range of Military Operations (ROMO)' with a small icon.

Figure 69. Operational Context section.

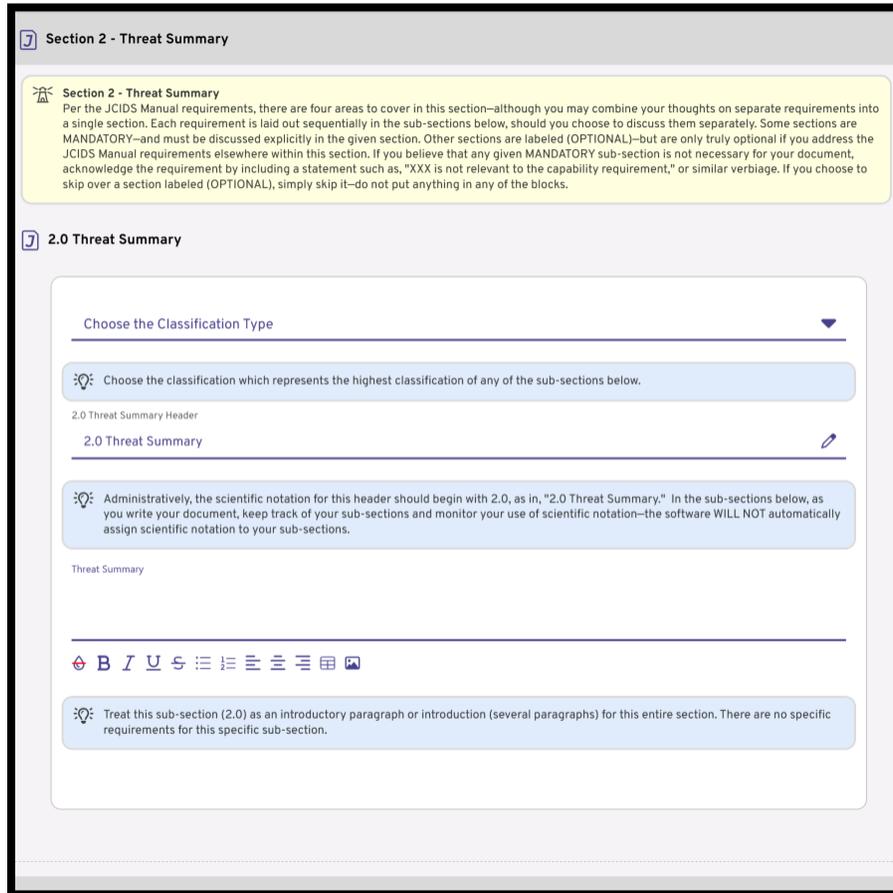
This section is divided into six (6) parts:

- Operational Context
- Range of Military Operations (ROMO)
- Address Exportability “Allied/Partner Interoperability and Coalition Use” (Optional)
- Identify the timeframe under consideration for IOC and FOC (Optional)
- Operational Outcomes and Enabling Capabilities
- Include the DODAF OV-1 (Required)

Complete all the mandatory forms in their entirety. For optional subsections, you may skip them.

## Threat Summary

This section provides users the space to explain how the capability requirements and any associated gaps are consistent with threat environment information.



**Section 2 - Threat Summary**

**Section 2 - Threat Summary**  
Per the JCIDS Manual requirements, there are four areas to cover in this section—although you may combine your thoughts on separate requirements into a single section. Each requirement is laid out sequentially in the sub-sections below, should you choose to discuss them separately. Some sections are MANDATORY—and must be discussed explicitly in the given section. Other sections are labeled (OPTIONAL)—but are only truly optional if you address the JCIDS Manual requirements elsewhere within this section. If you believe that any given MANDATORY sub-section is not necessary for your document, acknowledge the requirement by including a statement such as, "XXX is not relevant to the capability requirement," or similar verbiage. If you choose to skip over a section labeled (OPTIONAL), simply skip it—do not put anything in any of the blocks.

**2.0 Threat Summary**

Choose the Classification Type

Choose the classification which represents the highest classification of any of the sub-sections below.

2.0 Threat Summary Header

2.0 Threat Summary

Threat Summary

**B I U** [Link] [List] [Table] [Image]

Treat this sub-section (2.0) as an introductory paragraph or introduction (several paragraphs) for this entire section. There are no specific requirements for this specific sub-section.

Figure 70. Threat Summary.

This section is divided into five (5) subsections:

- Threat Summary
- Cite Threat Products (Optional)
- Identify Anticipated Adversarial Capabilities (Optional)
- Describe all Threat Capabilities
- Cite any related CIPs

Complete all mandatory subsections in their entirety. You may skip the optional area if you don't need to complete it.

## Capability Requirements

The Capability Requirements section is the most thorough and descriptive section of the entire ICD. Here, the user must identify and describe the capability requirements laid out for their project. Completing this section thoroughly will provide a full picture of the capability requirements and what's expected of them.

**Section 3 - Capability Requirements (CRs)**

**Section 3 - Capability Requirements (CRs)**  
Per the JCIDS Manual requirements, there are 12 areas to cover in this section—although you may combine your thoughts on separate requirements into a single section. Each requirement is laid out sequentially in the sub-sections below, should you choose to discuss them separately. Some sections are MANDATORY—and must be discussed explicitly in the given section. Other sections are labeled (OPTIONAL)—but are only truly optional if you address the JCIDS Manual requirements elsewhere within this section. If you believe that any given MANDATORY sub-section is not necessary for your document, acknowledge the requirement by including a statement such as, "XXX is not relevant to the capability requirement," or similar verbiage. If you choose to skip over a section labeled (OPTIONAL), simply skip it—do not put anything in any of the blocks.

**3.0 Capability Requirements**

Choose the Classification Type

Choose the classification which represents the highest classification of any of the sub-sections below.

3.0 Capability Requirements Header

3.0 Capability Requirements

Administratively, the scientific notation for this header should begin with 3.0, as in, "3.0 Capability Requirements." In the sub-sections below, as you write your document, keep track of your sub-sections and monitor your use of scientific notation—the software WILL NOT automatically assign scientific notation to your sub-sections.

Capability Requirements

**B I U** [List Bulleted] [List Numbered] [List Indented] [List Nested] [List Nested Indented] [List Nested Indented Numbered] [List Nested Indented Numbered Bulleted]

Treat this sub-section (3.0) as an introductory paragraph or introduction (several paragraphs) for this entire section. There are no specific requirements for this specific sub-section.

Figure 71. Capability Requirements section.

This section is divided into thirteen (13) subsections:

- Capability Requirements
- Define Capability Requirements (CRs)
- Operational Activity (Optional)
- Threat (Optional)
- Operational Effect (Optional)
- Physical Areas and Factors (Optional)
- Timeframe (Optional)

- Operational Attributes (Optional)
- Intelligence Supportability (Optional)
- Cyber Survivability Considerations (Optional)
- Electromagnetic Spectrum (EMS) Survivability (Optional)
- CBRN Survivability Considerations (Optional)
- Capability Gaps/Overlaps (Optional)

While many of these forms are optional, completing them will provide a clearer picture of the capabilities involved in your project. If any of these areas are covered in other sections of the template, leave the sections in the CR tab **blank**.

## Summary Table (CRs)

The Summary Table provides an illustration of the capability requirements and their relationship to each other.

**Section 3A - Summary Table (CRs)**

**Section 3A - Summary Table (CRs)**  
Per the JCIDS Manual requirements, you must include a table—as templated below from Figure B-1 of the JCIDS Manual—to outline the relationship between the Capability Requirements in each JCA (Tier 2) and relevant operational attributes and associated gaps/overlaps with respect to current or programmed force capabilities.

**Summary Table**

Choose the Classification Type

Choose the classification which represents the highest classification of any of the information in the table below.

3.X Summary Table Header

3.X Summary Table

Administratively, the scientific notation for this header should begin with 3.X, where "X" represents the next number for use after you've completed your paragraphs in the Capability Requirements section (previous section)."

Summary Table

Select **'Show Help'** on the left to open help menu. Once that is opened, please select **'View Documents'** under **'ADDITIONAL RESOURCES'**. Navigate to the Excel Table folder and find the project folder that corresponds to the project you are currently working.

Follow the instructions on the excel template in order to get more complex tables imported into the application. Before inserting table here, remove all this text.

**B I U** [List Bulleted] [List Numbered] [List Indented] [Table] [Image]

Treat this sub-section (3.X) as an introductory paragraph or introduction (several paragraphs) for this entire section. There are no specific requirements for this specific sub-section.

Stay true (as possible) to the format laid out in Figure B-1 of the JCIDS Manual. Use "right click" to modify the format of the table as you require—to add rows, merge cells, etc. The default font is Arial, font size 10, per the JCIDS Manual requirement, but be careful if you cut/paste from another source into this table—make sure you change the font to Arial, font size 10.

Figure 72. The Summary Table provides an illustration of the CRs and their relationship to one another.

When completing any section with tables, please follow the provided instructions for creating, completing, and inserting a table into the RDW application.

## Final Recommendations

The Final Recommendations section allows users to identify and describe the paths forward to satisfy the capability requirements and recommend solutions to the gaps and overlaps that have been identified previously.

**Section 4 - Final Recommendations**

**Section 4 - Final Recommendations**  
Per the JCIDS Manual requirements, there are nine areas to cover in this section—although you may combine your thoughts on separate requirements into a single section. Each requirement is laid out sequentially in the sub-sections below, should you choose to discuss them separately. Some sections are MANDATORY—and must be discussed explicitly in the given section. Other sections are labeled (OPTIONAL)—but are only truly optional if you address the JCIDS Manual requirements elsewhere within this section. If you believe that any given MANDATORY sub-section is not necessary for your document, acknowledge the requirement by including a statement such as, "XXX is not relevant to the capability requirement," or similar verbiage. If you choose to skip over a section labeled (OPTIONAL), simply skip it—do not put anything in any of the blocks.

**4.0 Final Recommendations**

Choose the Classification Type

Choose the classification which represents the highest classification of any of the sub-sections below.

4.0 Final Recommendations Header

4.0 Final Recommendations

Administratively, the scientific notation for this header should begin with 4.0, as in, "4.0 Final Recommendations." In the sub-sections below, as you write your document, keep track of your sub-sections and monitor your use of scientific notation—the software WILL NOT automatically assign scientific notation to your sub-sections.

Final Recommendations

**B I U S** [List] [Indent] [Align] [Table] [Image]

Treat this sub-section (4.0) as an introductory paragraph or introduction (several paragraphs) for this entire section. There are no specific requirements for this specific sub-section.

Figure 73. Final Recommendations section.

This section is divided into ten (10) forms:

- Final Recommendations
- Identify DOTmLPP-P Recommendations
- Preferred Type of Materiel Approach (Optional)
- Evolution of a Fielded Capability Solution(s) (Optional)
- Replacement or Recapitalization of a Fielded Capability Solution(s) (Optional)
- Introduction of a Transformational Capability Solution(s) (Optional)
- Increase Integration/Interoperability (Optional)
- S&T Operational Risk Reduction (Optional)

- Acceptance of Operational Risk (Optional)
- Affordability (Optional)

Please complete all **mandatory** subsections. You may choose to complete the optional ones if they apply to your specific project and project needs.

## Appendices

### Appendix A - References

This first appendix of the Document Wizard allows users to cite any references for their project. This appendix is required.

**Appendix A - References**

**Appendix A - References**  
The first item in this Appendix should be a URL (spelled out, not hyperlinked) that provides access to the architecture data and associated artifacts/views identified in Figure B-28 and, if applicable, Figure B-31 (both figures in the JCIDS Manual). You may also include a table or tables outlining the relevant DoDAF views or other architectural products. Note, if you use a table or copy/paste into a table, ensure the font is Arial, size 10, per the requirements in the JCIDS manual.

**References**

Appendix A Header  
Appendix A - References

Use the Return Key (Carriage returns) to separate individual references. If you use URLs, spell them out explicitly—do not hyperlink.

References

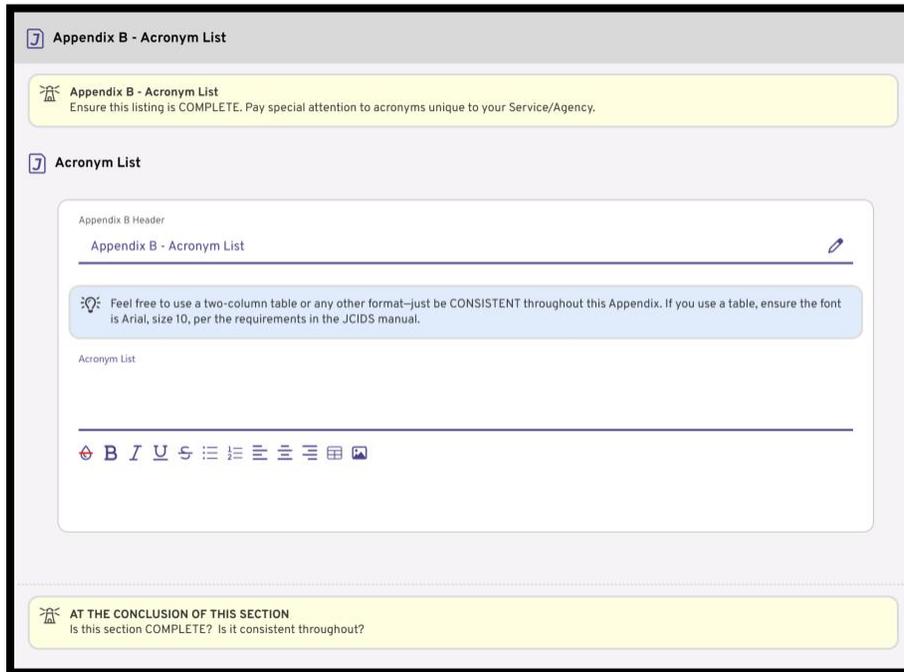
**AT THE CONCLUSION OF THIS SECTION**  
Have you provided a URL (spelled out) to your DoDAF and other associated artifacts/views? Is your list of references COMPLETE? Have you spelled out all URLs (no hyperlinks)?

Figure 74. Users can list references and resources in this appendix.

Please refer to your organization or project's style guide for styling references and recommendations.

## Appendix B – Acronym List

If acronyms are used in the document, users may list them here. Please list both the full name and acronym in alphabetical order.



The screenshot shows a software interface for creating an Appendix B - Acronym List. At the top, there is a title bar with a tab icon and the text "Appendix B - Acronym List". Below this is a yellow warning box with a document icon and the text: "Appendix B - Acronym List. Ensure this listing is COMPLETE. Pay special attention to acronyms unique to your Service/Agency." Below the warning box is a section titled "Acronym List" with a tab icon. Inside this section, there is a text input field for the "Appendix B Header" containing the text "Appendix B - Acronym List" and a pencil icon for editing. Below the header field is a blue tip box with a document icon and the text: "Feel free to use a two-column table or any other format—just be CONSISTENT throughout this Appendix. If you use a table, ensure the font is Arial, size 10, per the requirements in the JCIDS manual." Below the tip box is a text input field for the "Acronym List" which is currently empty. At the bottom of the input field is a rich text editor toolbar with icons for bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, table, and image. At the bottom of the form is a yellow box with a document icon and the text: "AT THE CONCLUSION OF THIS SECTION. Is this section COMPLETE? Is it consistent throughout?"

Figure 75. Users may list acronyms with their full names in this appendix.

## Appendix C – Glossary

Users can use this section to identify the definitions of important words, phrases, terms, and names used throughout the document.

The screenshot shows a software interface for creating a glossary. At the top, there is a tab labeled "Appendix C - Glossary". Below the tab is a yellow instruction box with a pencil icon, stating: "Appendix C - Glossary Start this section with this sentence (verbatim), per the JCIDS Manual, 'Unless otherwise stated, the terms and definitions contained in this glossary are for the purposes of this document only.' Any deviation from existing DOD Dictionary terms should be explained in the glossary. Term source must be identified following the definition. See Help section for URLs to DOD Terminology Webpage as well as DAU Glossary." Below this is another tab labeled "Glossary". Underneath the "Glossary" tab is a white text area with a header "Appendix C Header" containing the text "Appendix C - Glossary" and a blue edit icon. A blue tip box with a speech bubble icon says: "Feel free to use a two-column table or any other format—just be CONSISTENT throughout this Appendix. If you use a table, ensure the font is Arial, size 10, per the requirements in the JCIDS manual." Below the tip is the text "Enter Terms and Definitions" and a horizontal line. Underneath the line is a rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Bulleted List, Numbered List, Indent, Outdent, Table, and Image. Another blue tip box with a speech bubble icon says: "Use the Return Key (Carriage returns) to separate terms." At the bottom of the interface is a yellow box with a pencil icon and the text: "AT THE CONCLUSION OF THIS SECTION Is this section COMPLETE? Is it consistent throughout?"

Figure 76. The glossary defines certain words, phrases, terms, and names

Consult your style guide for glossary formatting guidelines.

## Appendix D – Classified Appendix (Optional)

This appendix allows users to indicate classified information that may be present in the document. This section is optional and only needed if there is classified information that must be noted.

The screenshot shows a web-based form titled "Appendix D - Classified Appendix". At the top, there is a yellow informational box with a document icon and the text: "Appendix D - Classified Appendix Does your document need a classified Annex? See the JCIDS Manual and the Help section for criteria you need to consider." Below this is a section titled "Classified Appendix (Optional)". Inside this section, there is a text input field labeled "Appendix D Header". Below the header field is a light blue callout box with a document icon and the text: "If your document does not need a classified annex, simply skip over this section entirely. Do not add 'N/A' or any text in any of the fields—if you do, they will show up in your document. Simply skip over." Underneath the callout box is a label "Classified Appendix" followed by a large, empty text area. A horizontal line separates this area from a rich text editor toolbar containing icons for bold, italic, underline, link, bulleted list, numbered list, indent, outdent, table, and image. Below the toolbar is another light blue callout box with a document icon and the text: "If you copy and paste from another source into the body of the document, make sure you change the font to Times New Roman, font size 12, per the requirements in the JCIDS Manual. If you use a table within this appendix, ensure the font is Arial, size 10, per the requirements in the JCIDS Manual."

Figure 77. This appendix is for noting classified information in the document.

### Appendix E – ICD Cyber Survivability (Optional)

If applicable, users may use this appendix to identify and define the CSRC of the capability requirement and describe the cyber survivability requirements. This ensures that systems can prevent, mitigate, and recover from cyberattacks through a risk managed approach to building and maintaining those systems appropriately.

This section is optional and not needed if you have covered the material in a previous section.

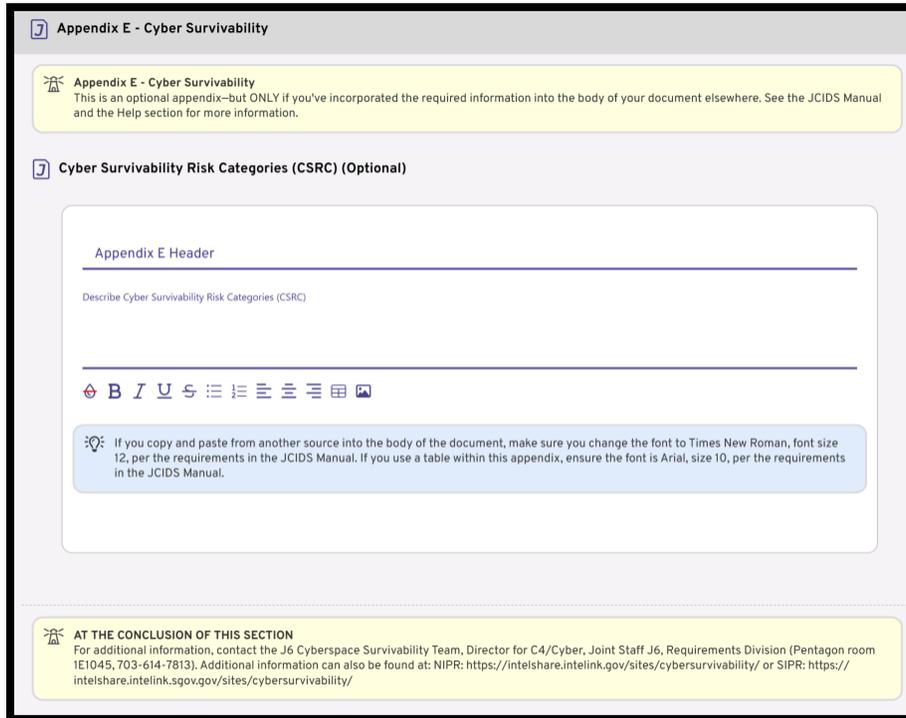


Figure 78. Users may use this section to identify and describe cybersecurity risks.

### Appendix F – ICD EMS Survivability (Optional)

Users may use this appendix to identify and determine the EMS Survivability Risk Category of the capability requirement. This ensures that warfighter systems can prevent, mitigate, and recover from operations in congested or contested EMS environments. This applies to systems that use electrical or electronic components that may be susceptible or exposed to electromagnetic effects.

This section is optional and not needed if you have covered the material in a previous section.

Please pay attention to the Expert Curated Hint and include the listed attributes.

**Appendix F - EMS Survivability**

**Appendix F - EMS Survivability**  
 This is an optional appendix—but ONLY if you've incorporated the required information into the body of your document elsewhere. See the JCIDS Manual and the Help section for more information.

**Electromagnetic Spectrum Survivability Risk Categories (EMSSRC) (Optional)**

Appendix F Header

---

Describe Electromagnetic Spectrum Survivability Risk Categories (EMSSRC)

---

**B I U S** [List Bulleted] [List Numbered] [List Disc] [List Square] [Table] [Image]

**AT THE CONCLUSION OF THIS SECTION**  
 For additional information, contact the Joint Staff, Strategy, Capabilities and Analysis Branch J-8, Force Protection Division, DDFPCW JS Pentagon. (703) 693-7116 DSN: 223

Figure 79. Users may identify and define electromagnetic survivability when applicable.

# Creating and Completing the 2021 CDD

## Creating the 2021 CDD

To create a CDD, follow these steps:

1. Go to Create New Project.



Figure 80. Create New Project page with existing project listed.

2. Click **Create New Project**.

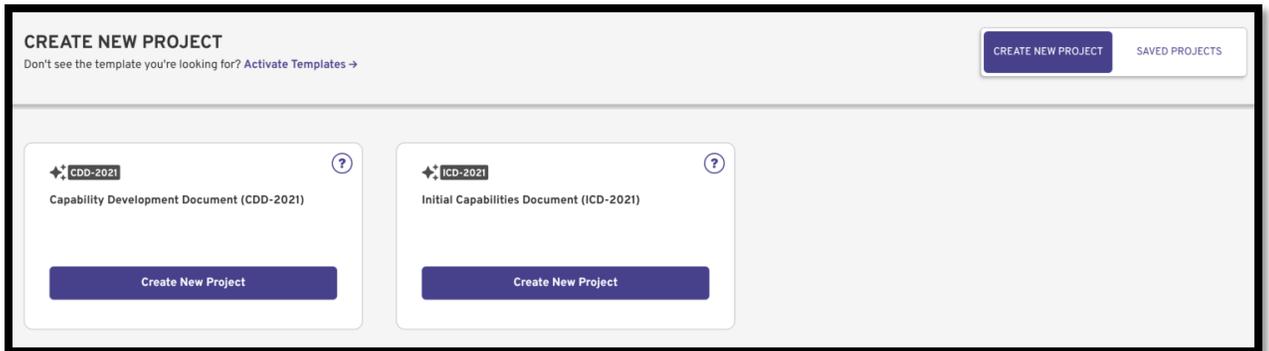


Figure 81. Create New Project.

3. Select Create New Project under the **Capability Development Document (CDD-2021)**.

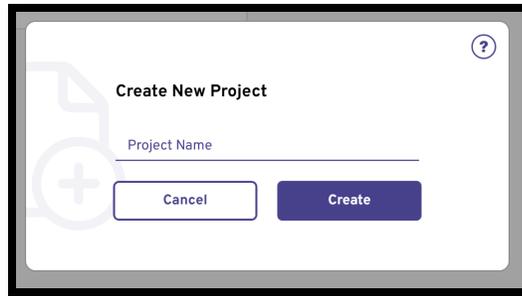


Figure 82. Users must enter a project name.

4. Type your project's name and click **Create**.

### Completing the 2021 CDD

Like the ICD, the CDD is completed in a series of sections. The sections are as follows:

1. Cover Page
2. Validation Page
3. Waivers
4. Executive Summary
5. Summary of Changes
6. Operational Context
7. Threat Summary
8. Capability Discussion
9. Program Summary
10. Performance Attributes (KSAs and APAs)
11. Other System Attributes
12. Interoperability (JPR/KPP/KSA)
13. (E3) Control Requirements
14. Intelligence Supportability
15. Weapon Safety Assurance
16. Technology Readiness
17. DOTmLPF-P Considerations
18. Program Cost
19. Appendix A – References
20. Acronym List
21. Glossary
22. Classified Appendix
23. Cyber Survivability

## 24. EMS Survivability

### Introduction

The CDD template opens with an introductory section for users to read before starting the process. Please read each point carefully.

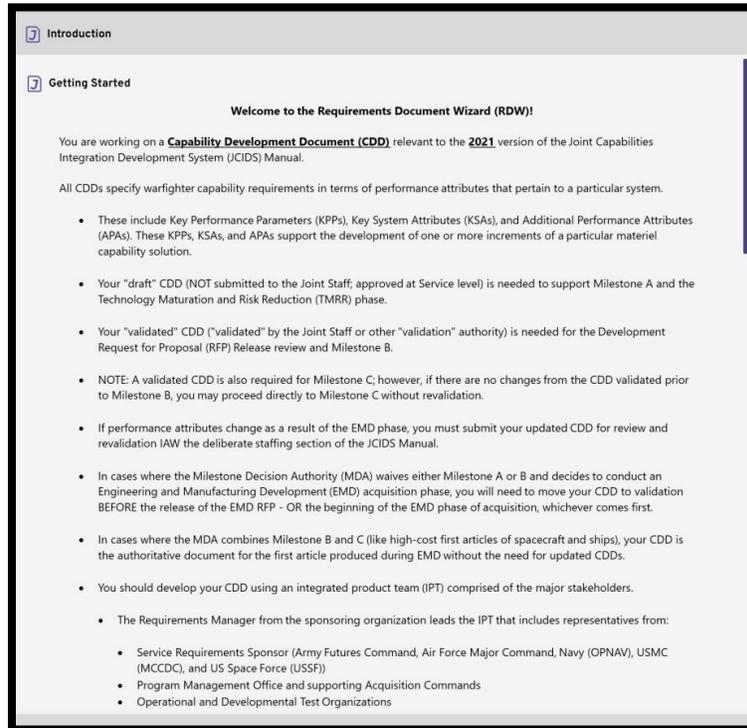


Figure 83. CDD template introduction.

### Cover Page

The cover page will show the basic information for your project such as title, classification, sponsors, and points of contact. The layout is the same as the ICD, so please complete every field in its entirety. Ensure the Date Submitted to Organization is correct, as well as the revision number.

## Validation Page

The Validation Page is where users will upload their validation page for their document. This form will be uploaded in the format of an image, and until the official document is provided, users may upload a placeholder.

When the official document is ready to be uploaded, remember to change the Validation option to match the appropriate document.

The screenshot shows a web form titled "Validation Page" with two main sections. The first section, "Validation Page", contains a yellow box with a warning icon and text explaining that during drafting, the RDW defaults to a placeholder statement. It lists two bullet points: one for documents with JSD of Joint Interest where a Sponsor Organization validation is required, and another for JSD of JCB or JROC Interest where a JROCM validation is required. The second section, "Validation Page or Placeholder", features a dropdown menu labeled "Choose Validation Option". Below the dropdown is a blue box with a warning icon and text stating that the validation should be consistent with the cover page designation. It includes two bullet points: one for placeholder use where the required statement will be inserted, and another for signed validation pages where the statement will be displaced. Below this is a text input field labeled "Validation Page As Image" with a file selection button "...". At the bottom is another blue box with a warning icon and text stating that this section should only be used if the user has validation from the appropriate authority to upload in .jpg format.

Figure 84. Validation page.

## Waivers

Users who intend to divert from the JCIDS manual format must upload a signed waiver to the Requirements Document Wizard. If the document is staying true to the JCIDS manual format, users may skip this section.

**Waivers**

**Waivers**  
If you intend for your document to differ from the JCIDS Manual format IN ANY WAY (e.g. format or content), you must obtain a waiver from the appropriate source and either include a signed copy of that waiver here or provide a reference to a Joint Staff Gatekeeper's KM/DS approval note. If you don't intend to vary from the proscribed format or content, you do not need to use this section at all—simply skip over it.

**Waivers (Optional)**

Waiver Placeholder

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Table, Image.

Waiver Page As Image (Optional) [Upload icon]

**Info:** If you upload an image, ensure it is in the .jpg format. If you include a URL, ensure to spell it out explicitly—do not provide a "hotlink" as hotlinks may not work across networks.

Figure 85. Users diverting from the JCIDS Manual format must upload a waiver.

If the user intends to upload a waiver, they will either place the waiver as text in the Waiver Placeholder field or upload the signed document as an image. If uploading as an image, they will follow the same instructions as given in the Validation Page section.

## Executive Summary

The Executive Summary is where users will provide a short but precise description of the project and requirements. This should not exceed one (1) page.

The screenshot shows a web form titled "Executive Summary". At the top, there is a yellow warning box with a document icon and a lightbulb icon, containing the text: "Executive Summary. The JCIDS Manual directs that this section be NO LONGER than one page—but the software will neither stop you from continuing to add content, nor will it truncate what you write. You'll have to check the preview to see how much you've written and how much space you have remaining toward the one-page limit." Below this is a section header "Executive Summary" with a small icon. The main content area is a large white box with a light gray border. It starts with a dropdown menu labeled "Choose the Classification Type". Below the dropdown is a blue callout box with a lightbulb icon and the text: "Choose the HIGHEST classification of any portion of this section. \*Note: Remember to add sub-section classification markings, as appropriate." Underneath is a text input field labeled "Executive Summary Header" with the text "Executive Summary" and a pencil icon to its right. Below the input field is a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, and image. At the bottom of the rich text editor is another blue callout box with a lightbulb icon and the text: "There is no format requirement for this section (other than length). Do not introduce new material in this section that is not covered elsewhere in the body of this document." At the very bottom of the form is another yellow warning box with a document icon and a lightbulb icon, containing the text: "AT THE CONCLUSION OF THIS SECTION. Check the preview to ensure that your Executive Summary is NO LONGER than one page!"

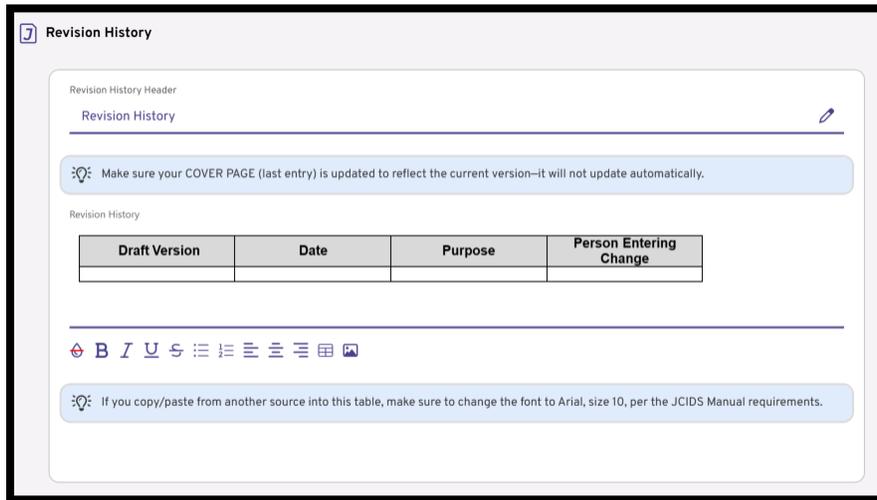
Figure 86. Users provide a short but precise summary in this section.

## Summary of Changes

Like the ICD, users can record all changes and revisions to their document in these specially formatted tables.

### *Revision History*

The Revision History section allows users to enter all revisions made to their document over time.



The screenshot shows a 'Revision History' section within a document editor. At the top, there is a 'Revision History Header' with the text 'Revision History' and an edit icon. Below this is a blue callout box with a lightbulb icon and the text: 'Make sure your COVER PAGE (last entry) is updated to reflect the current version—it will not update automatically.' Underneath is a table with the following structure:

Draft Version	Date	Purpose	Person Entering Change

Below the table is a rich text editor with icons for bold, italic, underline, strikethrough, bulleted list, numbered list, indent, and link. At the bottom, another blue callout box with a lightbulb icon contains the text: 'If you copy/paste from another source into this table, make sure to change the font to Arial, size 10, per the JCIDS Manual requirements.'

Figure 87. Users can enter revisions here.

All revisions, including document creation, must be recorded in as much detail as possible. When finished making changes, always click the Apply button to save them.

**Revision History**

Revision History Header

Revision History 

 Make sure your COVER PAGE (last entry) is updated to reflect the current version—it will not update automatically.

Revision History

Draft Version	Date	Purpose	Person Entering Change
1.0	08/27/2024	Document created	Marissa Cameron

 **B** *I* U      

 If you copy/paste from another source into this table, make sure to change the font to Arial, size 10, per the JCIDS Manual requirements.

Figure 88. A Revision History with a document creation note.

### Record of Changes

The Record of Changes table allows users to enter the exact information that was changed and revised.

**Record of Changes**

Record of Changes Header

Record of Changes 

 Be COMPLETE in your record of changes—but be CONCISE in your explanation.

Record Of Changes

Paragraph	Page	Change Description

 **B** *I* U      

Figure 89. Record of Changes section.

Remember to always be complete and concise when entering these changes. Click Apply to save during every entry.

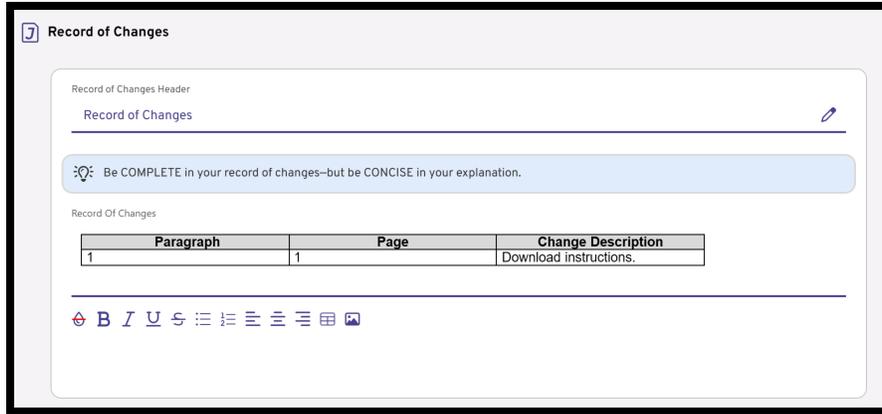


Figure 90. A sample change on the record.

Before leaving, always read the concluding Expert Curated Hint. As you change and revise your document, this section must be updated to reflect those new changes, especially the version number on the Cover Page.

### Operational Context

The Operational Context section allows users to provide context for their requirements.

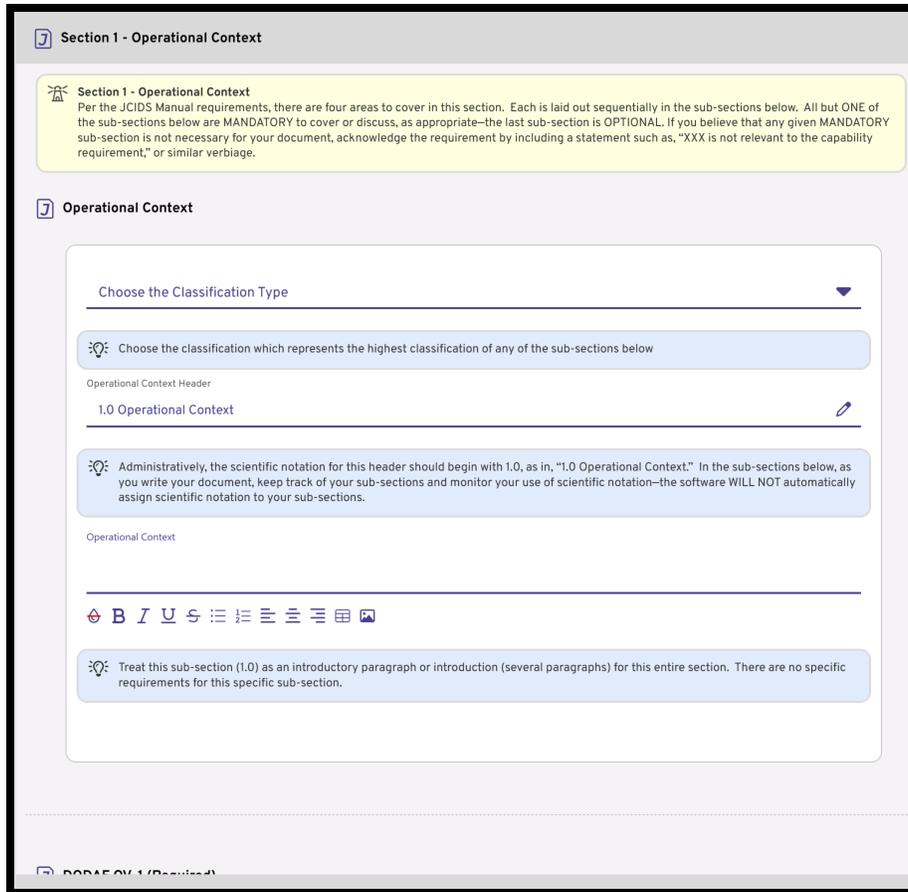


Figure 91. Operational Context.

This section is divided into four (4) sub-sections:

- Operational Context
- DODAF OV-1 (Required)
- Validated or Other Source Documents
- Other DoDAF Ovs (only if necessary) (Optional)

Complete all mandatory subsections in their entirety. If you do not plan to use the optional subsection(s), skip and move on.

## Threat Summary

Users will use the Threat Summary section to identify and describe any threats that may come with the document or project. Users should also present solutions to threats that may arise.

The screenshot shows a document editor interface for the 'Section 2 - Threat Summary' section. At the top, there is a yellow informational box with a document icon and the title 'Section 2 - Threat Summary'. The text inside explains that for JCIDS Manual requirements, there are eight areas to cover, and users can combine thoughts on separate requirements into a single section. It also notes that some sections are MANDATORY and must be discussed explicitly, while others are OPTIONAL. A note states that if a MANDATORY sub-section is not necessary, it should be acknowledged with a statement like 'XXX is not relevant to the capability requirement;'. If an OPTIONAL section is skipped, it should be simply omitted.

Below the yellow box is the 'Threat Summary' section header, which is currently set to '2.0 Threat Summary'. A dropdown menu labeled 'Choose the Classification Type' is positioned above the header. A blue instruction box below the dropdown says: 'Choose the classification which represents the highest classification of any of the sub-sections below.' Below the header, another blue instruction box states: 'Administratively, the scientific notation for this header should begin with 2.0, as in, "2.0 Threat Summary." In the sub-sections below, as you write your document, keep track of your sub-sections and monitor your use of scientific notation—the software WILL NOT automatically assign scientific notation to your sub-sections.' Below this is a rich text editor with a toolbar containing icons for bold, italic, underline, link, bulleted list, numbered list, indent, and table. A final blue instruction box at the bottom of the editor reads: 'Treat this sub-section (2.0) as an introductory paragraph or introduction (several paragraphs) for this entire section. There are no specific requirements for this specific sub-section.'

Figure 92. Threat Summary section.

This section includes the following subsections:

- Threat Summary
- Cite Latest Approved Threat Products
- Summarize Critical Intelligence Parameters (CIPs)
- Summarize Applicable Threats (Kinetic) (Optional)
- Summarize Applicable Threats (CBRN) (Optional)
- Summarize Applicable Threats (Environmental) (Optional)
- Summarize Applicable Threats (EMS) (Optional)
- Summarize Applicable Threats (Cyber) (Optional)

Complete all mandatory subsections in their entirety. If few or no optional subsections apply, you may skip them.

## Capability Discussion

The Capability Discussion section allows users to discuss the project's capabilities.

**Section 3 - Capability Discussion**

**Section 3 - Capability Discussion**  
Per the JCIDS Manual requirements, there are six areas to cover in this section—although you may combine your thoughts on separate requirements into a single section. Each requirement is laid out sequentially in the sub-sections below, should you choose to discuss them separately. Some sections are MANDATORY—and must be discussed explicitly in the given section. Other sections are labeled (OPTIONAL)—but are only truly optional if you address the JCIDS Manual requirements elsewhere within this section. If you believe that any given MANDATORY sub-section is not necessary for your document, acknowledge the requirement by including a statement such as, “XXX is not relevant to the capability requirement,” or similar verbiage. If you choose to skip over a section labeled (OPTIONAL), simply skip it—do not put anything in any of the blocks.

**Capability Discussion**

Choose the Classification Type

Choose the classification which represents the highest classification of any of the sub-sections below.

Capability Discussion Header  
3.0 Capability Discussion

Administratively, the scientific notation for this header should begin with 3.0, as in, “3.0 Capability Discussion.” In the sub-sections below, as you write your document, keep track of your sub-sections and monitor your use of scientific notation—the software WILL NOT automatically assign scientific notation to your sub-sections.

Capability Discussion

Treat this sub-section (3.0) as an introductory paragraph or introduction (several paragraphs) for this entire section. There are no specific requirements for this specific sub-section.

Figure 93. Capability Requirements.

This section includes the following subsections:

- Capability Discussion
- Updated Capability Viewpoints (CVs) (Optional)
- Summarize Analyses Supporting Performance Parameters (KPPs, KSAs, APAs)
- Capability Requirements (CRs) Table
- Capability Dependencies
- Intelligence Dependencies (Optional)

Complete all mandatory subsections in their entirety. If optional subsections do not apply, you may skip them and move on.

## Program Summary

The Program Summary section allows users to describe elements of the program involved in their project.

**Section 4 - Program Summary**

Per the JCIDS Manual requirements, there are four areas to cover in this section. Each is laid out sequentially in the sub-sections below. All sub-sections below are **MANDATORY** to cover or discuss, as appropriate. If you believe that any given sub-section is not necessary for your document, acknowledge the requirement by including a statement such as, "XXX is not relevant to the capability requirement," or similar verbiage.

**Program Summary**

Choose the Classification Type

Choose the classification which represents the highest classification of any of the sub-sections below.

Program Summary Header  
4.0 Program Summary

Administratively, the scientific notation for this header should begin with 4.0, as in, "4.0 Program Summary." In the sub-sections below, as you write your document, keep track of your sub-sections and monitor your use of scientific notation—the software **WILL NOT** automatically assign scientific notation to your sub-sections.

Program Summary

**B I U** [List Bulleted] [List Numbered] [List Indented] [List Nested] [List Mixed] [List None]

Although you can use this sub-section (4.0) as an introductory paragraph or introduction (several paragraphs) for this entire section, there **ARE SEVERAL** requirements for this specific sub-section. Refer to the JCIDS Manual and the Help section for what is required in this sub-section.

Figure 94. Program Summary

This section includes the following subsections:

- Program Summary
- Modular Open System Approach (MOSA)
- IOC/FOC
- Operational Units and Quantities

All subsections are *mandatory*. Please complete them in their entirety.

## Performance Attributes (KPPs, KSAs, APAs)

This section allows users to describe the Performance Attributes of their project in greater detail.

**Section 5 - Performance Attributes (KPPs, KSAs and APAs)**

**Section 5 - Performance Attributes (KPPs, KSAs and APAs)**  
Per the JCIDS Manual requirements, there are 13 areas to cover in this section—although you may combine your thoughts on separate requirements into a single section. Each requirement is laid out sequentially in the sub-sections below, should you choose to discuss them separately. Some sections are MANDATORY—and must be discussed explicitly in the given section. Other sections are labeled (OPTIONAL)—but are only truly optional if you address the JCIDS Manual requirements elsewhere within this section. If you believe that any given MANDATORY sub-section is not necessary for your document, acknowledge the requirement by including a statement such as, “XXX is not relevant to the capability requirement,” or similar verbiage. If you choose to skip over a section labeled (OPTIONAL), simply skip it—do not put anything in any of the blocks.

**Performance Attributes**

Choose the Classification Type

Choose the classification which represents the highest classification of any of the sub-sections below.

Performance Attributes Header

5.0 Performance Attributes

Administratively, the scientific notation for this header should begin with 5.0, as in, “5.0 Performance Attributes.” In the sub-sections below, as you write your document, keep track of your sub-sections and monitor your use of scientific notation—the software WILL NOT automatically assign scientific notation to your sub-sections.

Performance Attributes (KPPs, KSAs and APAs)

**B I U S** [List, Bulleted, Numbered, Table, Image]

Treat this sub-section (5.0) as an introductory paragraph or introduction (several paragraphs) for this entire section. There are no specific requirements for this specific sub-section.

Figure 95. Performance Attributes

This section includes the following subsections:

- Performance Attributes
- Correlate Performance Attributes to Capability Requirements in the ICD
- KPP Table (B-8)
- KSA Table (B-9)
- APA Table (B-10)
- Not-Ready Performance Attribute Table
- Discussion/Narrative of Interoperability Attributes (Optional [Net-Ready, Physical, JTTI])
- Discussion of System Survivability Attributes (Optional [Kinetic, Cyber, EMS, CBRN, Environmental])
- Discussion of Incremental Approach
- Discussion of Acceptable Degraded Levels of Performance (Optional)
- Discussion of Family Systems Approach (Optional)

- Discussion of Threat-sensitive Attributes and Attributes Dependent on Intelligence Support
- Discussion of Exportability “Allied/Partner Interoperability and Coalition Use”
- Performance Attributes Final Comments (Optional)

Please complete all mandatory subsections in their entirety. If the optional subsections do not apply, you may skip them.

## Other System Attributes

This section allows users to identify, describe, and discuss the other system attributes that are involved in the CDD. This area contains nine subsections, some of which are optional.

**Section 6 - Other System Attributes**

**Section 6 - Other System Attributes**  
: Per the JCIDS Manual requirements, there are nine potential areas to cover in this section—although you may combine your thoughts on separate requirements into a single section. Each requirement is laid out sequentially in the sub-sections below, should you choose to discuss them separately. All of them are technically optional (and are labeled (OPTIONAL))—but are only truly optional if you address the JCIDS Manual requirements elsewhere within this section. If you choose to skip over a section labeled (OPTIONAL), simply skip it—do not put anything in any of the blocks.

**Other System Attributes**

Choose the Classification Type

Choose the classification which represents the highest classification of any of the sub-sections below.

Other System Attributes Header

6.0 Other System Attributes

Administratively, the scientific notation for this header should begin with 6.0, as in, “6.0 Other System Attributes.” In the sub-sections below, as you write your document, keep track of your sub-sections and monitor your use of scientific notation—the software WILL NOT automatically assign scientific notation to your sub-sections.

Other System Attributes

Treat this sub-section (6.0) as an introductory paragraph or introduction (several paragraphs) for this entire section. There are no specific requirements for this specific sub-section.

**Future Integration Platforms (Optional)**

Figure 96. Other System Attributes

This section contains the following subsections:

- Other System Attributes
- Future Integration Platforms (Optional)
- Embedded Instrumentation, Electromagnetic Attack, and Wartime Reserve Mode (WARM) Requirements (Optional)
- Human Systems Integration (HSI) (Optional)
- Environmental (Optional)
- Weather, Oceanographic, and Astro-Geophysical (Optional)
- Transportability and Deployability Conditions (Optional)

- Space, Weight & Power, and Cooling (SWAP-C) (Optional)
- Derived System Requirements (Optional)
- Cybersecurity Risk Management for DoD Systems (Optional)

Please complete all mandatory subsections in their entirety. If some or all optional subsections don't apply, please skip them completely.

## Interoperability (JPR/KPP/KSA)

This section allows users to discuss the interoperability of all JPR, KPP, and KSA elements in their CDD project. There are a total of four areas in this section, most of which are mandatory.

The screenshot shows a software interface for the 'Interoperability (JPR/KPP/KSA)' section. At the top, there is a title bar with a tab icon and the text 'Section 7 - Interoperability (JPR/KPP/KSA)'. Below this is a yellow informational box with a magnifying glass icon and the text: 'Section 7 - Interoperability (JPR/KPP/KSA) Per the JCIDS Manual requirements, there are four areas to cover in this section—although you may combine your thoughts on separate requirements into a single section. Each requirement is laid out sequentially in the sub-sections below, should you choose to discuss them separately. Some sections are MANDATORY—and must be discussed explicitly in the given section. One section is labeled (OPTIONAL)—but is only truly optional if you address the JCIDS Manual requirements elsewhere within this section. If you believe that any given MANDATORY sub-section is not necessary for your document, acknowledge the requirement by including a statement such as, “XXX is not relevant to the capability requirement,” or similar verbiage. If you choose to skip over the section labeled (OPTIONAL), simply skip it—do not put anything in any of the blocks.' Below the yellow box is a sub-section header 'Interoperability (JPR/KPP/KSA)' with a tab icon. Underneath is a form area with a dropdown menu labeled 'Choose the Classification Type'. Below the dropdown is a blue box with a magnifying glass icon and the text: 'Choose the classification which represents the highest classification of any of the sub-sections below.' Below this is a sub-section header 'Interoperability (JPR/KPP/KSA) Header' with the text '7.0 Interoperability (JPR/KPP/KSA)' and an edit icon. Below the header is a blue box with a magnifying glass icon and the text: 'Administratively, the scientific notation for this header should begin with 7.0, as in, “7.0 Interoperability.” In the sub-sections below, as you write your document, keep track of your sub-sections and monitor your use of scientific notation—the software WILL NOT automatically assign scientific notation to your sub-sections.' Below this is a sub-section header 'Interoperability (JPR/KPP/KSA)' with a horizontal line. Below the header is a blue box with a magnifying glass icon and the text: 'Treat this sub-section (7.0) as an introductory paragraph or introduction (several paragraphs) for this entire section. There are no specific requirements for this specific sub-section.' Below the blue box is a rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, list, indent, indent, table, and image.

Figure 97. Interoperability (JPR/KPP/KSA)

This section contains the following subsections:

- Interoperability (JPR/KPP/KSA)
- Intelligence Interoperability (Optional)
- Physical Interoperability
- Net-Ready Interoperability
- Joint Training Technical Interoperability (JTTI)

All subsections are mandatory. Please complete them in their entirety.

## (E3) Control Requirements

The E3 Control Requirements section allows users to identify, describe, and discuss effects from spectrum and electromagnetic environments. Three of these subsections are optional.

The screenshot shows a software interface for creating a document section. At the top, it is titled "Section 8 - (E3) Control Requirements". Below this is a yellow informational box with a warning icon and text explaining that requirements are laid out sequentially but can be combined or skipped. The main section is titled "Spectrum and Electromagnetic Environmental Effects (E3)". It features a dropdown menu for "Choose the Classification Type", a blue instruction box stating to choose the highest classification, a header field containing "8.0 Spectrum and Electromagnetic Environmental Effects (E3)", another blue instruction box about administrative scientific notation, a rich text editor with standard formatting tools (bold, italic, underline, link, list, indent, align, link, unlink, image), and a final blue instruction box stating to treat the sub-section as an introductory paragraph.

Figure 98. E3 Control Requirements

This section contains the following subsections:

- Spectrum and Electromagnetic Environmental Effects (E3)
- Spectrum Supportability (Optional)
- Requirements to Ensure Mutual Electromagnetic Compatibility (EMC) (Optional)
- Other Applicable Spectrum-Related Requirements (Optional)

Please complete all mandatory sections in their entirety. If one or more optional sections do not apply, you may skip them completely.

## Intelligence Supportability

This section allows users to describe all intelligence support that the project requires. This single form is mandatory, so if this does not apply, describe why it does not.

The screenshot shows a web-based form titled "Section 9 - Intelligence Supportability". At the top, there is a yellow informational box with a warning icon and text: "Section 9 - Intelligence Supportability. Per the JCIDS Manual requirements, there is only a single area to cover in this section—intelligence support requirements. Remember that this section will be reviewed by the Intel community, including DIA and J-283/IRCO, for IMD dependency. Intelligence certification will include DIA evaluation and approval of actionable IMD requirements derived from the Lifecycle Mission Data Plan (LMDF)." Below this is a section header "Intelligence Supportability" with a dropdown arrow. The main content area contains a dropdown menu labeled "Choose the Classification Type" with a downward arrow. Below the dropdown is a blue instruction box: "Choose the classification which represents the highest classification of any of the sub-sections below." Underneath is a text input field labeled "Intelligence Supportability Header" containing the text "9.0 Intelligence Supportability" and a pencil icon for editing. Another blue instruction box follows: "Administratively, the scientific notation for this header should begin with 9.0, as in, '9.0 Intelligence Supportability.'" In the section below, as you write your document, keep track of your sub-sections and monitor your use of scientific notation—the software WILL NOT automatically assign scientific notation to your sub-sections." Below this is another text input field labeled "Intelligence Supportability". A rich text editor toolbar is visible, containing icons for bold (B), italic (I), underline (U), strikethrough (ABC), bulleted list, numbered list, indent, outdent, link, and unlink. At the bottom is a final blue instruction box: "Write as many paragraphs or sub-sections as you need to cover your intelligence requirements. Keep track of your scientific notation as you write multiple paragraphs."

Figure 99. Intelligence Supportability

## Weapon Safety Assurance

This section allows users to discuss weapon safety requirements and how it will help their project. This will help assure others that any weapons used in any given project will be handled safely and professionally. If no weapons are involved, users may explain why and how that will help or hinder their project.

**Section 10 - Weapon Safety Assurance**

**Section 10 - Weapon Safety Assurance**  
Per the JCIDS Manual requirements, there is only a single area to cover in this section—weapon safety assurance requirements. From the JCIDS Manual, "The purpose of this section is to ensure compliance with appropriate weapon safety policy and guidance, and when appropriate, to document tailoring of weapon safety requirements driven by unique aspects of the operational context."

**Weapon Safety Assurance**

Choose the Classification Type

Choose the classification which represents the highest classification of any of the sub-sections below.

Weapon Safety Assurance Header

10.0 Weapon Safety Assurance

Administratively, the scientific notation for this header should begin with 10.0, as in, "10.0 Weapons Safety Assurance." In the section below, as you write your document, keep track of your sub-sections and monitor your use of scientific notation—the software WILL NOT automatically assign scientific notation to your sub-sections.

Weapon Safety Assurance

**B I U S** [List Bulleted] [List Numbered] [List None] [Table] [Image]

Write as many paragraphs or sub-sections as you need to cover your weapons safety assurance considerations. Keep track of your scientific notation as you write multiple paragraphs. Refer to the JCIDS Manual and the Help section for what is required in this sub-section.

**AT THE CONCLUSION OF THIS SECTION**  
Did you thoroughly—yet concisely—describe all the weapon safety assurance requirements for your capability? Remember, your base document is limited to 45 pages (starting with the Operational Context through Program Cost).

Figure 100. Weapon Safety Assurance

## Technology Readiness

This section allows users to discuss technology maturity for all Critical Technology Elements (CTEs) that may be involved in their project.

**Section 11 - Technology Readiness**

**Section 11 - Technology Readiness**  
Per the JCIDS Manual requirements, there are two areas to cover in this section. Each is laid out sequentially in the sub-sections below. All of the sub-sections below are MANDATORY to cover or discuss, as appropriate. If you believe that any given MANDATORY sub-section is not necessary for your document, acknowledge the requirement by including a statement such as, "XXX is not relevant to the capability requirement," or similar verbiage.

**Technology Readiness**

Choose the Classification Type

Choose the classification which represents the highest classification of any of the sub-sections below.

Technology Readiness Header

11.0 Technology Readiness

Administratively, the scientific notation for this header should begin with 11.0, as in, "11.0 Technology Readiness." In the section below, as you write your document, keep track of your sub-sections and monitor your use of scientific notation—the software WILL NOT automatically assign scientific notation to your sub-sections.

Technology Readiness

**B I U S** [List Bulleted] [List Numbered] [List Indented] [List Nested] [Table] [Image]

Write as many paragraphs or sub-sections as you need to cover your intelligence requirements. Keep track of your scientific notation as you write multiple paragraphs. Refer to the JCIDS Manual and the Help section for what is required in this sub-section.

**Critical Technology Elements (CTEs)**

Figure 101. Technology Readiness.

This section contains the following subsections:

- Technology Readiness
- Critical Technology Elements (CTEs)
- Exportability “Allied/Partner Interoperability and Coalition Use”

All subsections are mandatory. Please complete them in their entirety.

## DOTmLPF-P Considerations

The DOTmLPF-P Considerations section allows users to outline and describe all considerations from various perspectives.

The screenshot shows a web-based form for 'Section 12 - DOTmLPF-P Considerations'. At the top, there is a yellow informational box with a magnifying glass icon and text: 'Section 12 - DOTmLPF-P Considerations. Per the JCIDS Manual requirements, there are eight areas to cover in this section. Each is laid out sequentially in the sub-sections below. All of the sub-sections below are MANDATORY to cover or discuss, as appropriate. If you believe that any given MANDATORY sub-section is not necessary for your document, acknowledge the requirement by including a statement such as, "XXX is not relevant to the capability requirement," or similar verbiage.'

Below this is the main heading 'DOTmLPF-P Considerations' with a sub-heading 'Choose the Classification Type' and a dropdown arrow. A blue callout box contains the instruction: 'Choose the classification which represents the highest classification of any of the sub-sections below.'

The form is divided into three sub-sections, each with a heading and a blue callout box:

- Doctrine Considerations:** The heading is '12.0 DOTmLPF-P Considerations' with an edit icon. The callout box states: 'Administratively, the scientific notation for this header should begin with 12.0, as in, "12.0 DOTmLPF-P Considerations." In the section below, as you write your document, keep track of your sub-sections and monitor your use of scientific notation—the software WILL NOT automatically assign scientific notation to your sub-sections.'
- Organization Considerations:** The callout box states: 'Refer to the JCIDS Manual and the Help section for what is required in this sub-section.'
- Training Considerations:** The callout box states: 'Refer to the JCIDS Manual and the Help section for what is required in this sub-section.'

Each sub-section has a rich text editor with icons for bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, link, and unlink.

Figure 102. DOTmLPF-P Considerations.

Complete this section in its entirety. Refer to the JCIDS Manual for assistance and elaboration for each field.

## Program Cost

The Program Cost section discusses the financial aspect of the project, including costs, caps, analyses, and obligation authorities.

**Section 13 - Program Cost**

**Section 13 - Program Cost**  
Per the JCIDS Manual requirements, there are three areas to cover in this section. Each is laid out sequentially in the sub-sections below. All of the sub-sections below are MANDATORY to cover or discuss, as appropriate. If you believe that any given MANDATORY sub-section is not necessary for your document, acknowledge the requirement by including a statement such as, "XXX is not relevant to the capability requirement," or similar verbiage.

**Program Cost**

Choose the Classification Type

Choose the classification which represents the highest classification of any of the sub-sections below.

Program Cost Header  
13.0 Program Cost

Administratively, the scientific notation for this header should begin with 13.0, as in, "13.0 Program Cost." In the section below, as you write your document, keep track of your sub-sections and monitor your use of scientific notation—the software WILL NOT automatically assign scientific notation to your sub-sections.

Program Cost

**Cost Caps**

Figure 103. Program Cost section.

This section includes the following subsections:

- Program Cost
- Cost Caps
- Applicable Lifecycle Cost Analyses
- Total Obligation Authority (TOA)

All subsections are mandatory. Please complete them in their entirety.

## Appendices

### Appendix A - References

The first appendix of the CDD will be the reference page. Users must enter the URL of the location of the architecture data and associated artifacts and views. Refer to the JCIDS Manual (found in the Show Help > Additional Resources > View Documents) for more information about Figure B-28, Figure B-31, and other details about References guidelines.

The screenshot shows a web-based form titled "Appendix A - References". At the top, there is a yellow callout box with a bell icon and the text: "Appendix A - References. The first item in this Appendix should be a URL (spelled out, not hyperlinked) that provides access to the architecture data and associated artifacts/views identified in Figure B-28 and, if applicable, Figure B-31 (both figures in the JCIDS Manual). You may also include a table or tables outlining the relevant DoDAF views or other architectural products. Note, if you use a table or copy/paste into a table, ensure the font is Arial, size 10, per the requirements in the JCIDS manual." Below this is a section titled "References" with a sub-header "Appendix A Header" containing the text "Appendix A - References" and an edit icon. A blue tip box states: "Use the Return Key (Carriage returns) to separate individual references. If you use URLs, spell them out explicitly—do not hyperlink." The main text area is labeled "References" and contains a rich text editor toolbar with icons for bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, table, and image. At the bottom, another yellow callout box with a bell icon reads: "AT THE CONCLUSION OF THIS SECTION. Have you provided a URL (spelled out) to your DoDAF and other associated artifacts/views? Is your list of references COMPLETE? Have you spelled out all URLs (no hyperlinks)?"

Figure 104. Appendix A - References

### Appendix B - Acronym List

Appendix B allows users to enter acronyms used in the CDD document. This will help readers who are unfamiliar with the organization acronyms understand what names are abbreviated throughout the document.

**Appendix B - Acronym List**

**Appendix B - Acronym List**  
Ensure this listing is COMPLETE. Pay special attention to acronyms unique to your Service/Agency.

**Acronym List**

Appendix B Header  
**Appendix B - Acronym List**

Feel free to use a two-column table or any other format—just be CONSISTENT throughout this Appendix. If you use a table, ensure the font is Arial, size 10, per the requirements in the JCIDS manual.

Acronym List

**B I U** [List Bullets] [List Numbers] [List Circles] [List Squares] [Table] [Image]

**AT THE CONCLUSION OF THIS SECTION**  
Is this section COMPLETE? Is it consistent throughout?

Figure 105. Appendix B - Acronym List.

## Appendix C - Glossary

The glossary is where users will provide an alphabetical list of terms and their definitions.

The screenshot shows a web form titled "Appendix C - Glossary". At the top, there is a yellow instruction box with a warning icon: "Appendix C - Glossary. Start this section with this sentence (verbatim), per the JCIDS Manual, 'Unless otherwise stated, the terms and definitions contained in this glossary are for the purposes of this document only.' Any deviation from existing DOD Dictionary terms should be explained in the glossary. Term source must be identified following the definition. See Help section for URLs to DOD Terminology Webpage as well as DAU Glossary." Below this is a section header "Appendix C - Glossary" with an edit icon. A light blue tip box follows: "Feel free to use a two-column table or any other format—just be CONSISTENT throughout this Appendix. If you use a table, ensure the font is Arial, size 10, per the requirements in the JCIDS manual." The main content area is labeled "Enter Terms and Definitions" and contains a rich text editor with a toolbar (bold, italic, underline, link, list, indent, table, image) and a text area. A second light blue tip box states: "Use the Return Key (Carriage returns) to separate terms." At the bottom, a yellow box with a warning icon asks: "AT THE CONCLUSION OF THIS SECTION Is this section COMPLETE? Is it consistent throughout?"

Figure 106. Appendix C - Glossary.

## Appendix D - Classified Appendix (Optional)

This optional appendix is for documents that contain classified information.

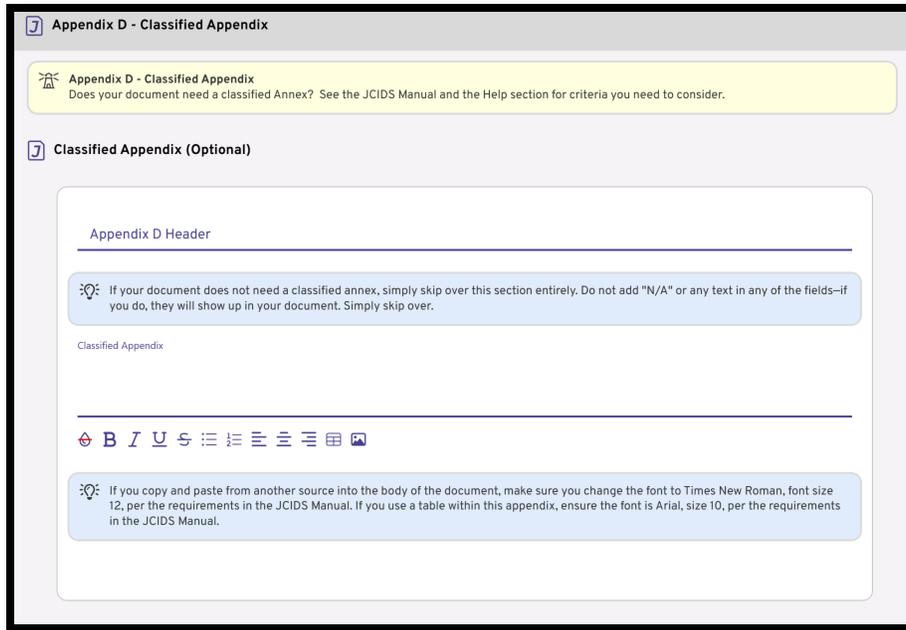


Figure 107. Appendix D - Classified Appendix

If you believe this appendix is necessary, please refer to the JCIDS Manual for the qualifying criteria and other important information for completing this section. Otherwise, skip this appendix.

### Appendix E - Cyber Survivability

This mandatory appendix allows users to address all Cyber Survivability Attribute requirements.

**Appendix E - Cyber Survivability**

**Appendix E - Cyber Survivability**  
 This is a MANDATORY Appendix. Use the table below, per the format in the JCIDS Manual (Figure B-14), to address the Cyber Survivability Attribute requirements. See the JCIDS Manual and the Help section for more information.

**Figure B-14 Cyber Survivability Risk Categories (CSRC)**

Appendix E Header

---

Appendix E: Figure B-14 Cyber Survivability Risk Categories (CSRC)

Select **'Show Help'** on the left to open help menu. Once that is opened, please select **'View Documents'** under **'ADDITIONAL RESOURCES'**. Navigate to the Excel Table folder and find the project folder that corresponds to the project you are currently working.

Follow the instructions on the excel template in order to get more complex tables imported into the application. Before inserting table here, remove all this text.

---

Ensure all font within this table remains Arial, font size 10, per the requirements in the JCIDS Manual.

---

**AT THE CONCLUSION OF THIS SECTION**  
 For additional information, contact the J6 Cyberspace Survivability Team, Director for C4/Cyber, Joint Staff J6, Requirements Division (Pentagon room 1E1045, 703-614-7813). Additional information can also be found at: NIPR: <https://intelshare.intelink.gov/sites/cybersurvivability/> or SIPR: <https://intelshare.intelink.sgov.gov/sites/cybersurvivability/>

Figure 108. Appendix E - Cyber Survivability

*Appendix F - EMS Survivability*

This mandatory appendix allows users to provide more information about electromagnetic spectrum survivability risk categories (EMSSRC) that may be involved with their project.

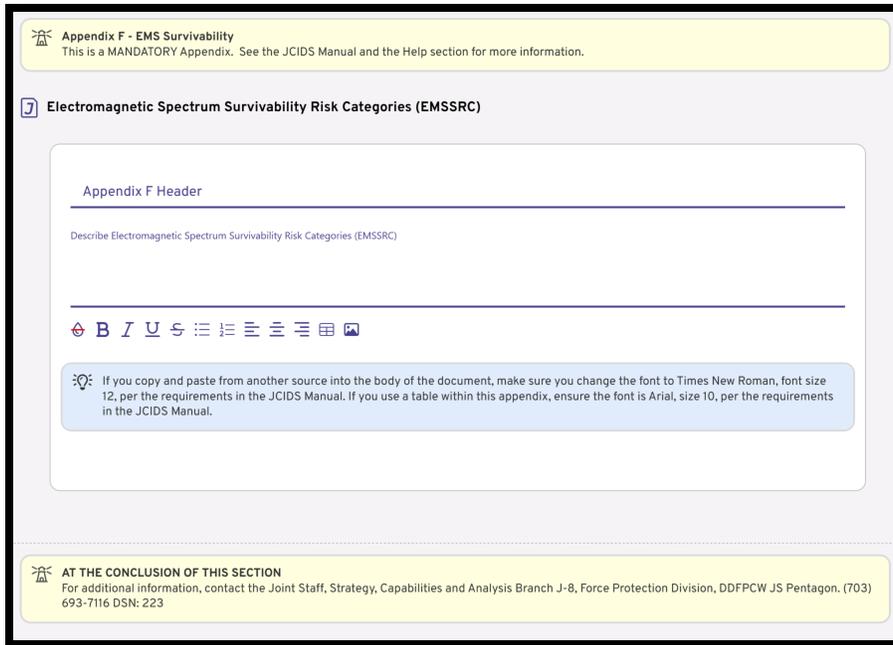


Figure 109. Appendix F - EMS Survivability

## Exporting to Microsoft Word

Once you have finished completing each section within the RDW application, you will need to export your project to Microsoft Word. This section will show users how to open and save their project in Microsoft Word.

### Exporting to Word

To export the project to Word, follow these steps:

1. Open the Preview Pane of your project.
2. In the bottom right, click **Open Project in MS Word**.



Figure 110. Users will export their project to MS Word here.

Your Microsoft Word application will open and present this screen:

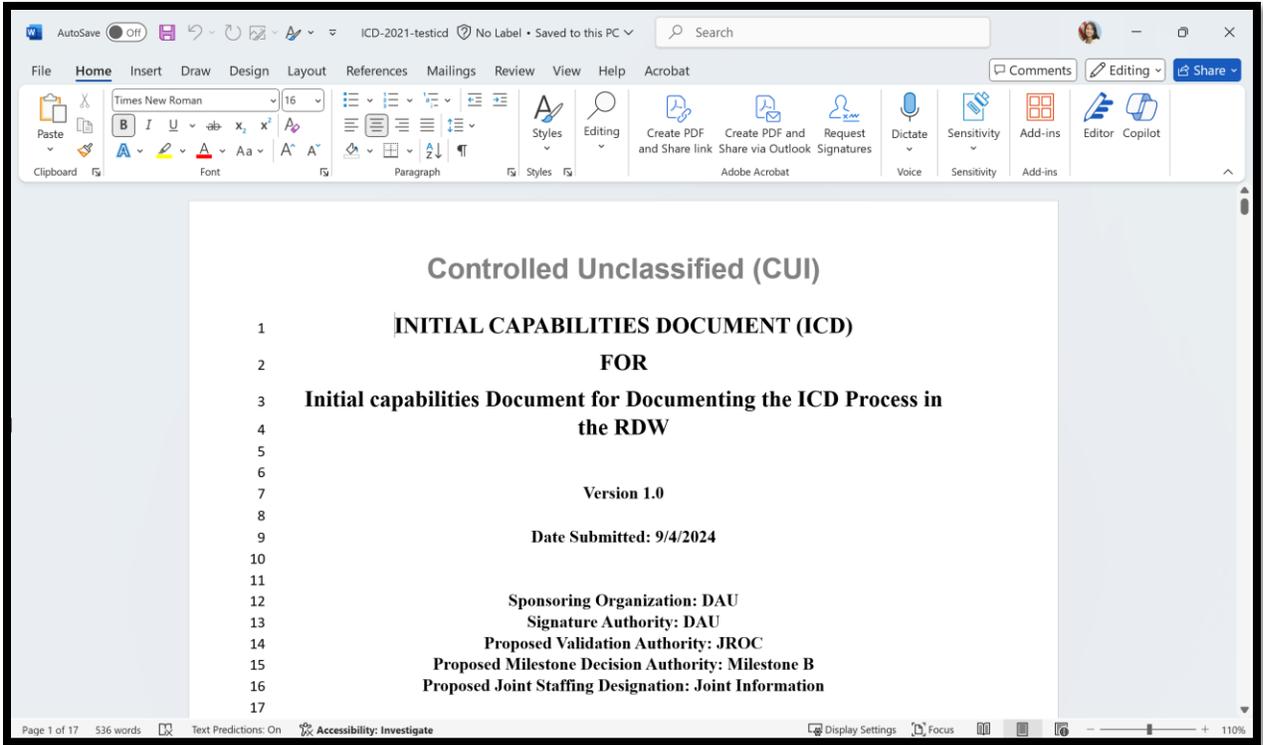


Figure 111. An ICD in Microsoft Word.

Your document will be automatically saved in the DocumentGeneratorFiles folder in your Documents folder. To locate your document, follow these steps:

1. Go to your Documents folder and find the **DocumentGeneratorFiles** folder.

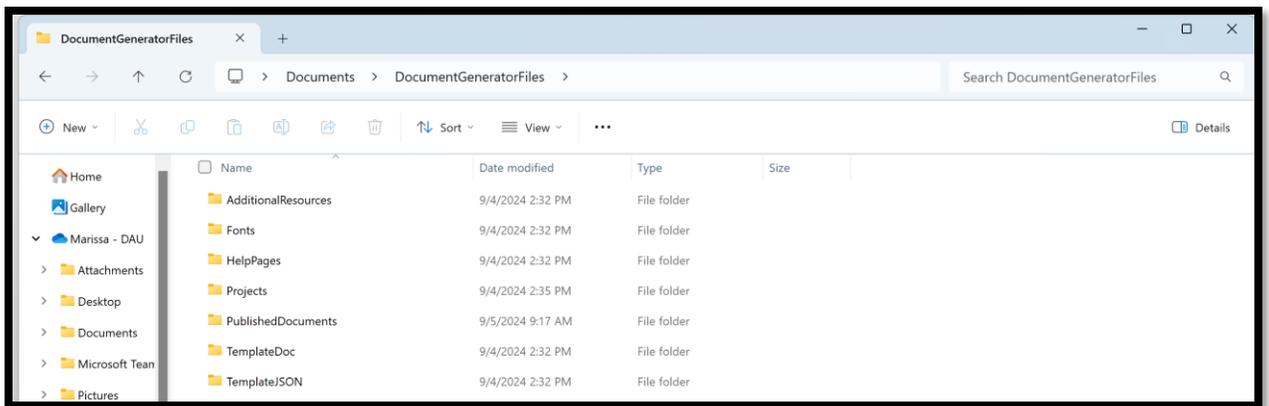


Figure 112. The DocumentGeneratorFiles folder.

2. Click on **PublishedDocuments**. You will find your document file here and be able to open it in Word.

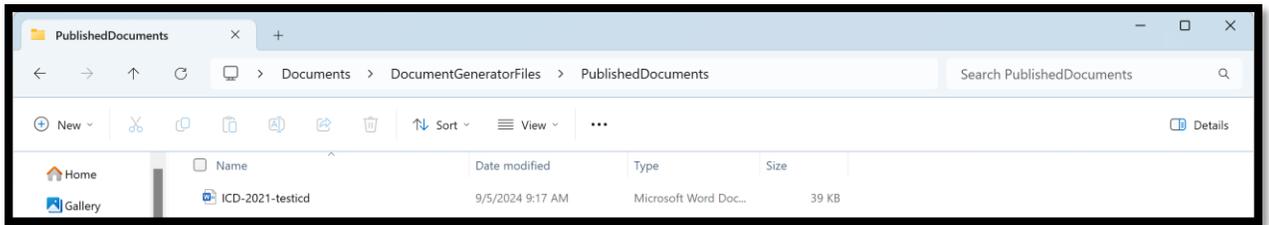


Figure 113. The exported document.

### Tips on Manual Use

After you have exported your document, you may modify it in the Word application if you would like. However, as you go through modifying and updating it, you will find areas you will need to manually update to keep everything up to speed. Here are some helpful tips as you work through your project in MS Word.

1. To update your Table of Contents, click the **Update Table** icon in the upper left corner and select *Update entire table* in the dialog box.

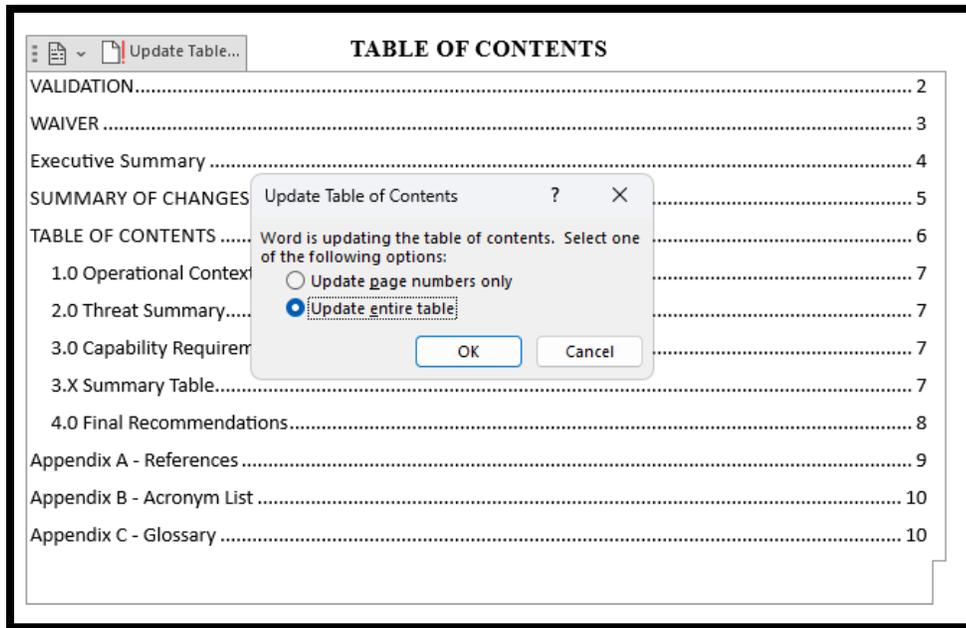


Figure 114. Users should manually update their table of contents page.

2. When your document is complete and finalized, you will need to turn off the line numbering that was present in the draft version. To do so, follow these steps:
  - a. On the Layout tab, click the **Line Numbers** dropdown.
  - b. Select **None** to remove them.

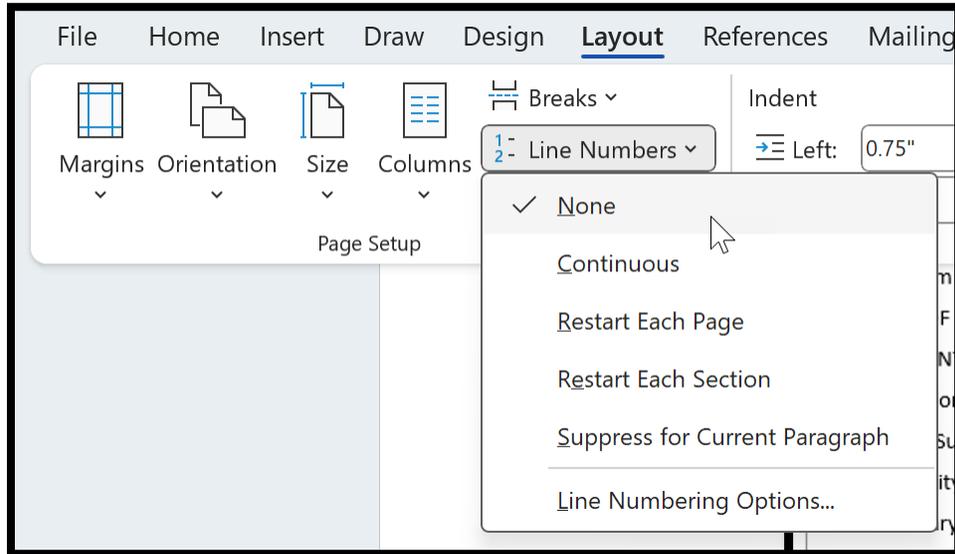


Figure 115. Users must turn off the line numbers if they are present in the draft.

3. If you cut/copy and paste any text, ensure the font matches that of the document.
4. Resize images manually and reasonably.
5. To open a saved document in the RDW application, click the text title to open the JSON file.
6. Appendixes must have tables created in their given section.
7. Tables cannot be copied and pasted into the RDW app.
8. If Tables are pasted or transferred into MS Word, they will need to be resized manually and reasonably.
9. There is no method to undo work in the RDW app.

# Help Center

The Document Wizard application provides a help area for users who may have questions about using the program. This is presented in a Frequently Asked Questions format.

To enable the Help area, follow these steps:

1. In the bottom left menu, click **Show Help**.



Figure 116. Users can toggle the Help area.

You will now see a Help Center that's formatted in the style of a Frequently Asked Questions page.

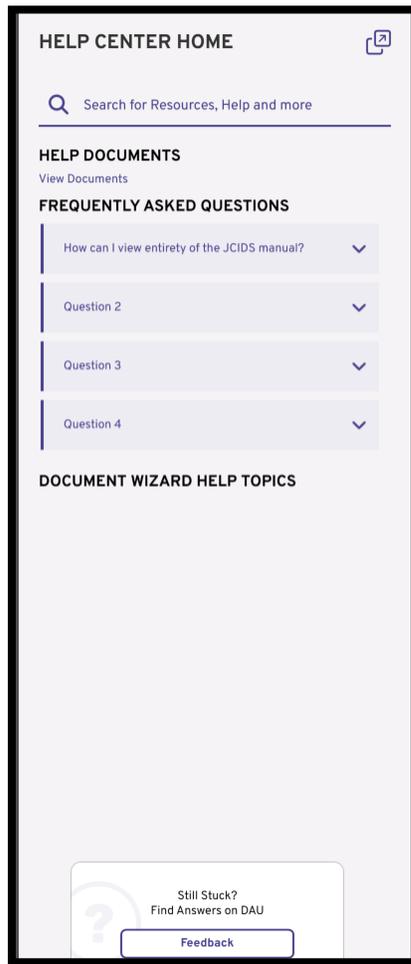
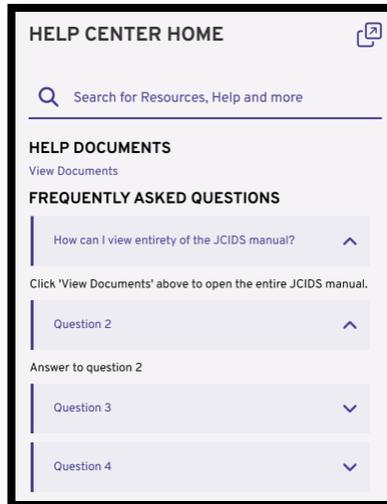


Figure 117. The main Help Center with the FAQ.

2. Click the dropdown arrow next to the question you have.



e

Figure 118. Answers can be viewed in a dropdown format.

If you need further assistance or would like to connect with other users, click **Join Our Community**, and you will be able to join the appropriate Community of Practice (CoP).

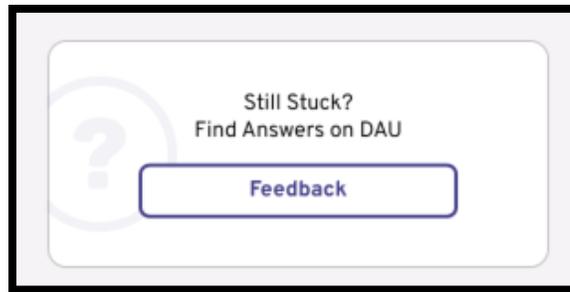


Figure 119. Users can join the online Community of Practice to connect with other users.

To hide the Help area, click **Hide Help** in the bottom left menu.

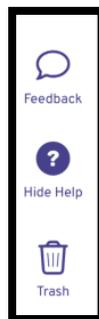


Figure 120. Users can hide the Help area.

# Feedback

The Feedback page provides a point of contact for users to provide feedback regarding the Document Wizard application. Users are encouraged to submit feedback to the given email address, and DAU faculty members will be happy to assist.

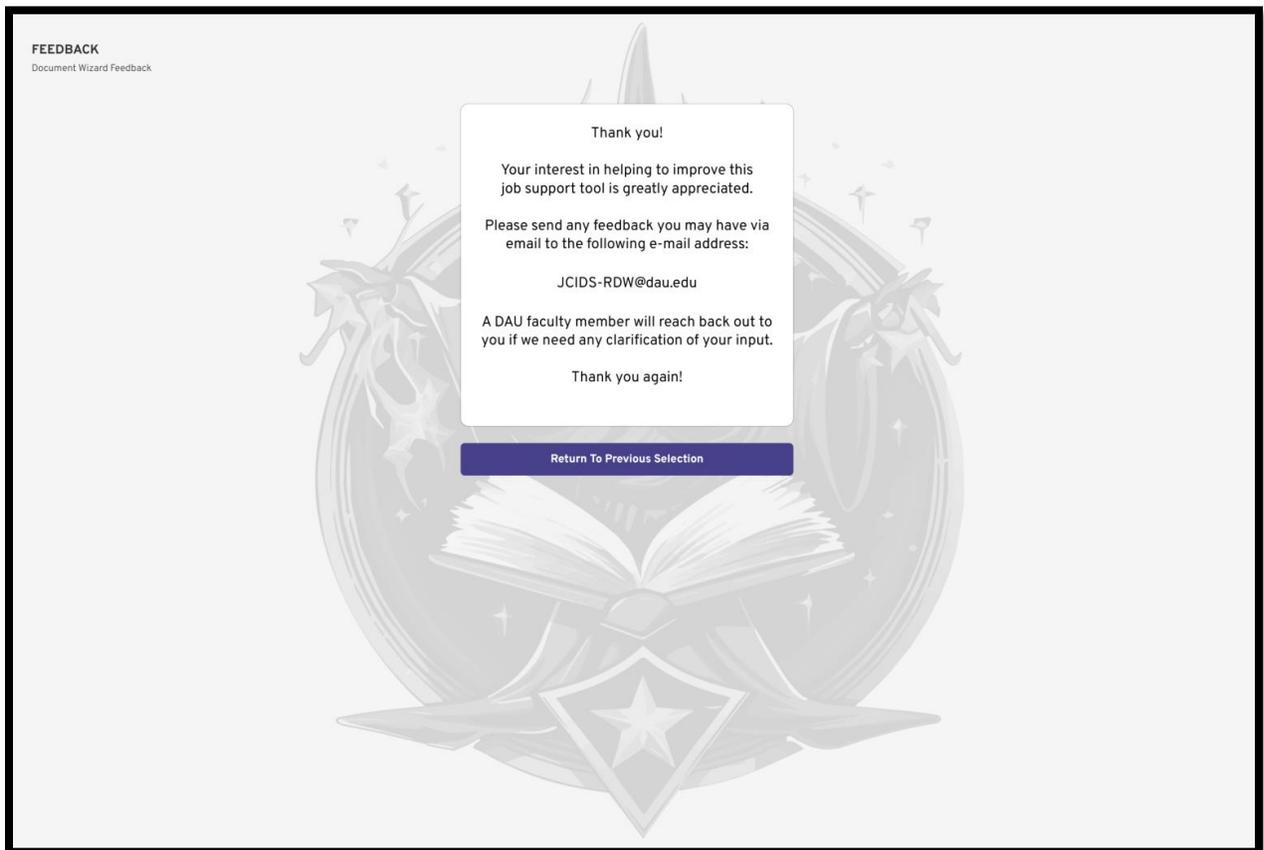


Figure 121. Users may submit feedback to help improve the Document Wizard application.